

Table of Contents

EXPENSE REPORTS	3
Entering Expense Reports	3
CREATE Expense Report from Blank	3
Create an Expense Report as a Delegate	20
Verify/Change accounting detail for expense line(s)	32
Save Expense Report for Later	35
Finish and Submit	36
Duplicate Expense Reports.....	40
Copy Expense line(s) for an Expense Report	42
Create Expense Lines Using Quick-Fill	44
Delete Expense Lines for an Expense Report	51
Add an expense line to an Expense Report	53
Add an expense line with expense type amount limits exceeded	56
Change Default Accounting for an Expense Report	61
Start Expense Report from a Travel Authorization	73
Add a Travel Authorization to an Existing Expense Report	78
Apply a Cash Advance	82
Situations when this function is used: An outstanding cash advance needs to be applied to an expense report.	82
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report.....	82
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify ..	82
NOTE: You can apply an advance from the Create Expense Report – Details page or the Modify Expense Report Details page.....	82
Modify an Expense Report.....	86
Situations when this function is used: An expense report can be modified if it has been saved for later or sent back for revision.	86
Please refer to Bulletin 3.4 (http://aoa.vermont.gov/bulletins) and your department's policy regarding Expense Reports.....	86
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report.....	Error!
Bookmark not defined.	
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify	Error!
Bookmark not defined.	
View Expense Reports	89
Print an Expense Report	100
Delete an Expense Report.....	104
TRAVEL AUTHORIZATIONS	107
Entering Travel Authorizations.....	107
CREATE Travel Authorization from Blank.....	107
Copy an Expense Line for a Travel Authorization.....	122

Create Expense Lines Using Quick-Fill	127
Delete expense line(s) for a Travel Authorization	135
Change Default Accounting for Travel Authorization	148
Modify a Travel Authorization	155
Delete a Travel Authorization	166
CASH ADVANCES.....	172
CREATE Cash Advance (approved TA in VISION required).....	172
Modify Cash Advance	185
View Cash Advances.....	191
Delete a Cash Advance	197

EXPENSE REPORTS

Entering Expense Reports

CREATE Expense Report from Blank

The Basics:

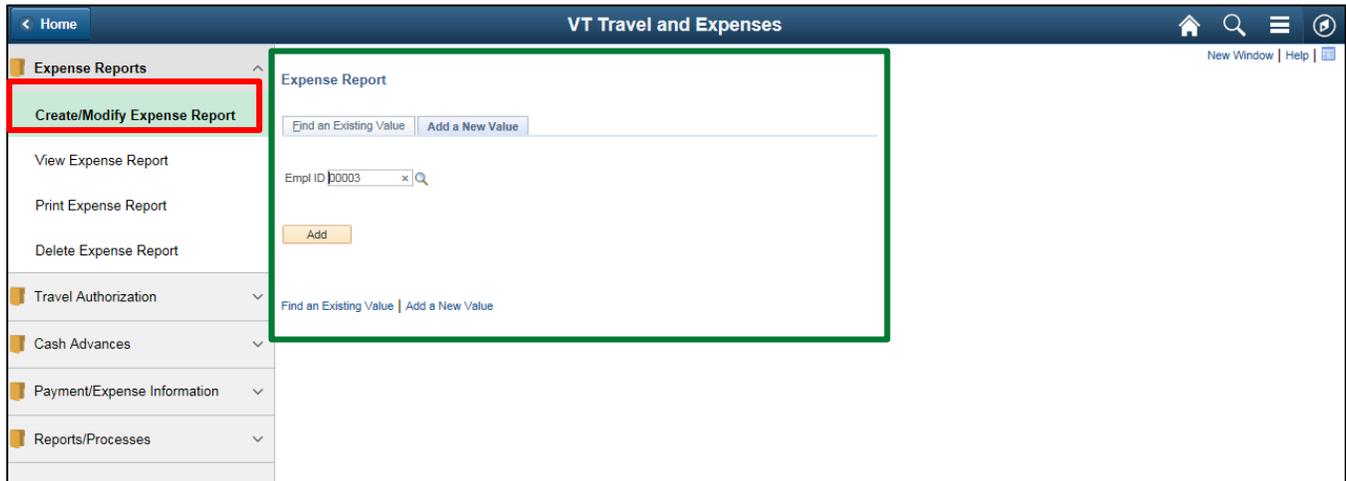
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later** - After every couple lines on your expense report, click the "Save for Later" button to prevent the "data inconsistent with database" error that prohibits you from saving or submitting.
5. **Timeliness** - All employees are expected to submit their Expense Reports within twenty (20) calendar days after completion of the travel event or the incurrence of a business expense.
6. **Taxable over 60 days** - Any item that is past 60 days is required to have a "Taxable" Billing Type and an Explanation of Late filing form: <http://finance.vermont.gov/forms/vision>
7. **Receipts** – Receipts should be attached to the expense line. Refer to your department's policy regarding handling of receipts.
8. **All employment related expenses must** be reimbursed through the Expense module and any reimbursements will be made directly into your direct deposit (balance or 999) account.

Situations when this function is used: Employee has incurred employment related expenses that need to be reimbursed to you.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.

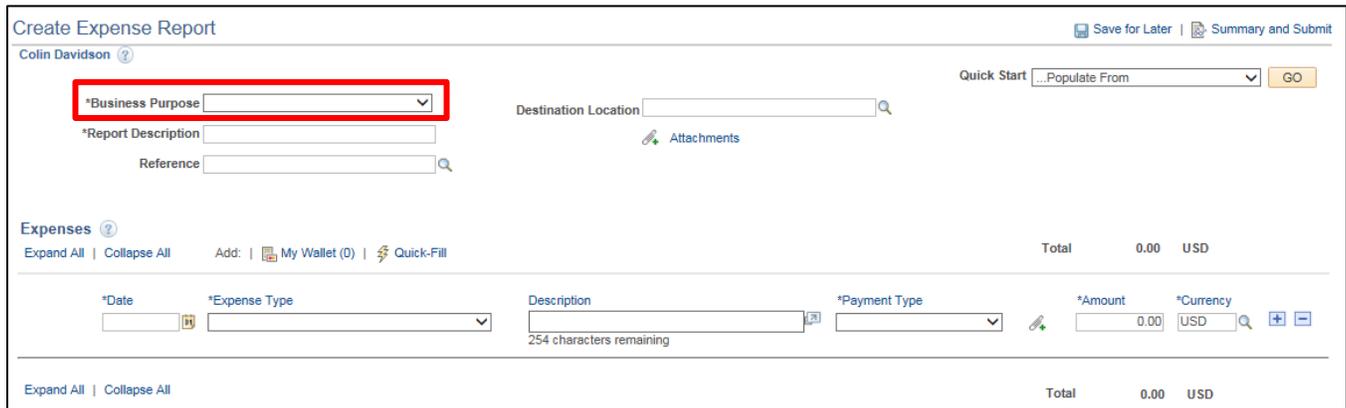


Click the **Add** button.

NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder.



Click the **OK** button to continue to the Create Expense Report – Details page.



Create Expense Report Save for Later | Summary and Submit
 Colin Davidson Quick Start ...Populate From

***Business Purpose**
***Report Description**
Reference

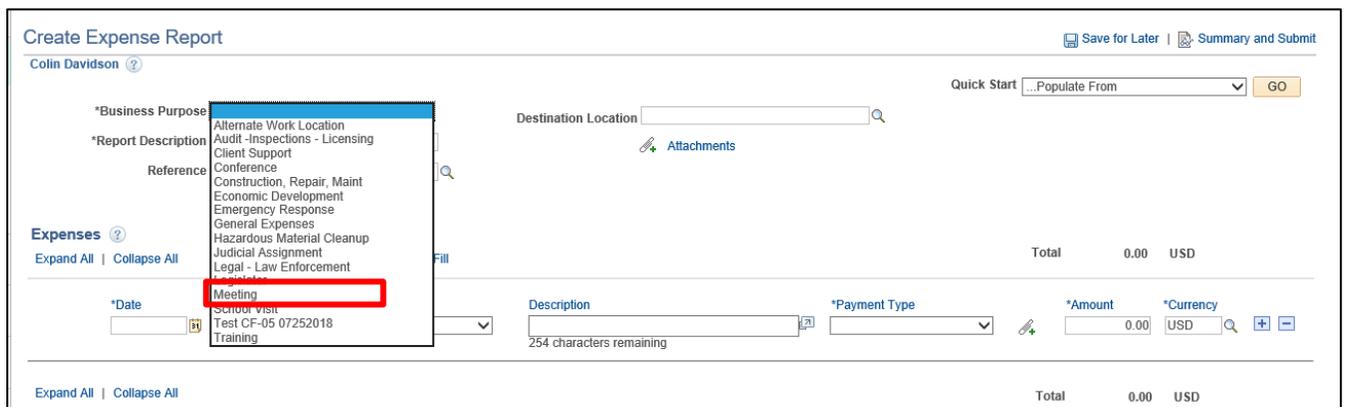
Destination Location

Expenses Total 0.00 USD
 Expand All | Collapse All Add: |

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>
254 characters remaining					

Total 0.00 USD

Click the drop-down arrow to choose the **Business Purpose**.



Create Expense Report Save for Later | Summary and Submit
 Colin Davidson Quick Start ...Populate From

***Business Purpose**
***Report Description**
Reference

Destination Location

Alternate Work Location
 Audit - Inspections - Licensing
 Client Support
 Conference
 Construction, Repair, Maint
 Economic Development
 Emergency Response
 General Expenses
 Hazardous Material Cleanup
 Judicial Assignment
 Legal - Law Enforcement
Meeting
 School visit
 Test CF-05 07252018
 Training

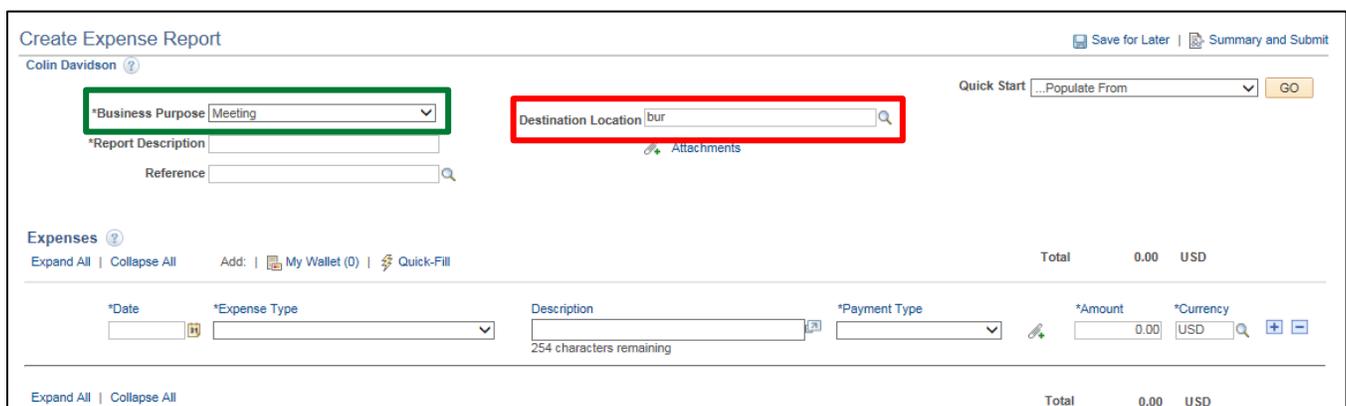
Expenses Total 0.00 USD
 Expand All | Collapse All Add: |

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>
254 characters remaining					

Total 0.00 USD

Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location**. This location should be the furthest point travelled during the trip.



Create Expense Report Save for Later | Summary and Submit
 Colin Davidson Quick Start ...Populate From

***Business Purpose**
***Report Description**
Reference

Destination Location

Expenses Total 0.00 USD
 Expand All | Collapse All Add: |

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>
254 characters remaining					

Total 0.00 USD

NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field.

Click the **Destination Location** look up icon.

The Look Up Destination Location page displays.

Expense Location	Description
BURKE	BURKE VT
BURLGT	BURLINGTON VT

Select the **Expense Location** link.

The Create Expense Report - Details page displays the Destination Location selected.

Enter a short, meaningful description for the trip into the **Description** field.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Quick Start ...Populate From

*Business Purpose: Meeting
*Report Description: Annual Meeting
Reference:

Destination Location: BURLINGTON VT
[Attachments](#)

Expenses Total 0.00 USD

Expand All | Collapse All Add:

Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018 <input type="button" value="📅"/>	<input type="button" value="⌵"/>	<input type="text" value="254 characters remaining"/>	<input type="button" value="⌵"/>	0.00	USD <input type="button" value="🔍"/>

Expand All | Collapse All Total 0.00 USD

Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. **NOTE:** This date cannot be in the future.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Quick Start ...Populate From

*Business Purpose: Meeting
*Report Description: Annual Meeting
Reference:

Destination Location: BURLINGTON VT
[Attachments](#)

Expenses Total 0.00 USD

Expand All | Collapse All Add:

Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018 <input type="button" value="📅"/>	<input type="button" value="⌵"/>	<input type="text" value="254 characters remaining"/>	<input type="button" value="⌵"/>	0.00	USD <input type="button" value="🔍"/>

Expand All | Collapse All Total 0.00 USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Expense Report

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference: [Search]

Destination Location: BURLINGTON VT

Quick Start: [Populate From] GO

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total: 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018	<ul style="list-style-type: none"> Family Preservation Support Finger Printg & Background Cks Foster Parent Damage Claim Foster Parent Food Foster Parent Recruitment Foster Parent Reward-Recognitn Foster Parent Support Misc Foster Parent Training GASOLINE IN AIR TRANSP IN BREAKFAST IN COMMUTER MILE IN CONF/TRAIN REGIST IN DINNER IN INCIDENTALS IN LODGING IN LUNCH IN MILES - FULL IN MILES FULL IN MILES REDUCED RATE IN TRANSPORT OTHER IN VEHICLE RENTAL INTERNET ACCESS ITEMS FOR RESALE Judicial only-Court Incentives LEG NT 50+ MI LEG NT PER DIEM MEAL LEG NT PER DIEM ROOM LEG TX LESS 50 MI LEG TX PER DIEM MEAL 	254 characters remaining		0.00	USD

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated. The displayed fields vary depending on the expense type selected.

Create Expense Report

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference: [Search]

Destination Location: BURLINGTON VT

Quick Start: [Populate From] GO

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	254 characters remaining	Employee	0.00	USD

*Billing Type: Non-Taxabl
 *Originating Location: [Search]
 *Destination Location: BURLINGTON VT
 *Miles: [] x 0.5450
 Accounting Details [?]

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Base Currency Amount: 0.00 USD
 No Receipt

The Location automatically defaults from the Destination Location. Select a Destination Location on the line if a Destination Location was not defined or if it needs to be changed.

The Payment Type and Billing Type are set to default:

- **Payment Type** - Employee
- **Billing Type** - Non Taxable -Internal

Any expense that is over 60 days is considered taxable and is required to have a "Taxable" Billing Type. If the Date on any of the expense lines is over 60 days, the Billing Type will automatically update to "Taxable - Internal" when the expense report is saved for later or submitted for approval.

The following warning message displays if the Billing Type is updated on the expense report.

Message

Warning (22000,120)

One or more lines on this expense report is over 60 days old. The Billing Type has been updated to taxable.

OK

Click the **OK** button to continue.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ? Actions ...Choose an Action GO

*Business Purpose Meeting ▼ Destination Location BURLINGTON VT 🔍

*Report Description Annual Meeting 🔍 Attachments

Reference 🔍

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018 📅	IN MILES - FULL ▼	Mileage to Annual Meeting 🔍	Employee ▼	0.00	USD

*Billing Type Non-Taxabl ▼ 🔍 Default Rate *Exchange Rate 1.00000000 🔄 📄

*Originating Location 🔍 Non-Reimbursable Base Currency Amount 0.00 USD

*Destination Location BURLINGTON VT 🔍 No Receipt

*Miles 🔍 x 0.5450

Accounting Details ?

Expand All | Collapse All Total 0.00 USD

Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting
*Report Description: Annual Meeting
Reference:

Destination Location: BURLINGTON VT

Attachments

Actions: ...Choose an Action

Expenses ?

Expand All | Collapse All Add: |

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018 <input type="button" value="📅"/>	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	0.00	USD

*Billing Type: Non-Taxabl

*Originating Location: mon

*Destination Location: BURLINGTON VT

*Miles: x 0.5450

Accounting Details ?

Expand All | Collapse All Total 0.00 USD

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting
*Report Description: Annual Meeting
Reference:

Destination Location: BURLINGTON VT

Attachments

Actions: ...Choose an Action

Expenses ?

Expand All | Collapse All Add: |

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018 <input type="button" value="📅"/>	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	0.00	USD

*Billing Type: Non-Taxabl

*Originating Location: mon

*Destination Location: BURLINGTON VT

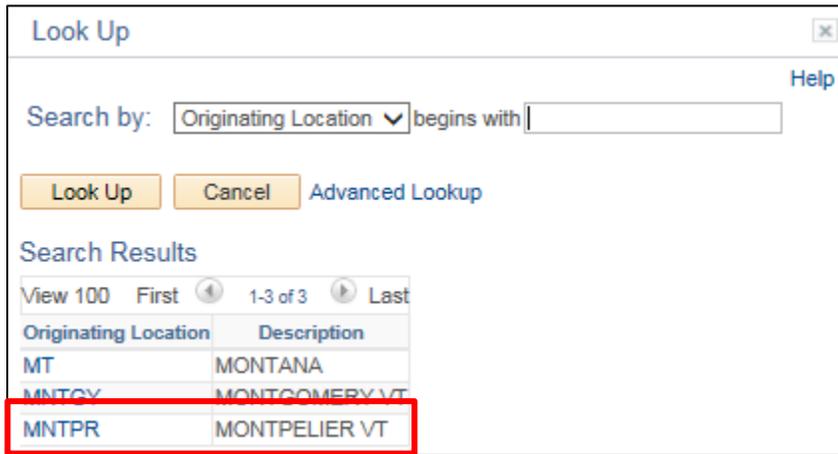
*Miles: x 0.5450

Accounting Details ?

Expand All | Collapse All Total 0.00 USD

Click the **Originating Location** look up  icon.

The Look Up page displays the locations that match your criteria.



Look Up

Search by: **Originating Location** begins with

Look Up Cancel Advanced Lookup

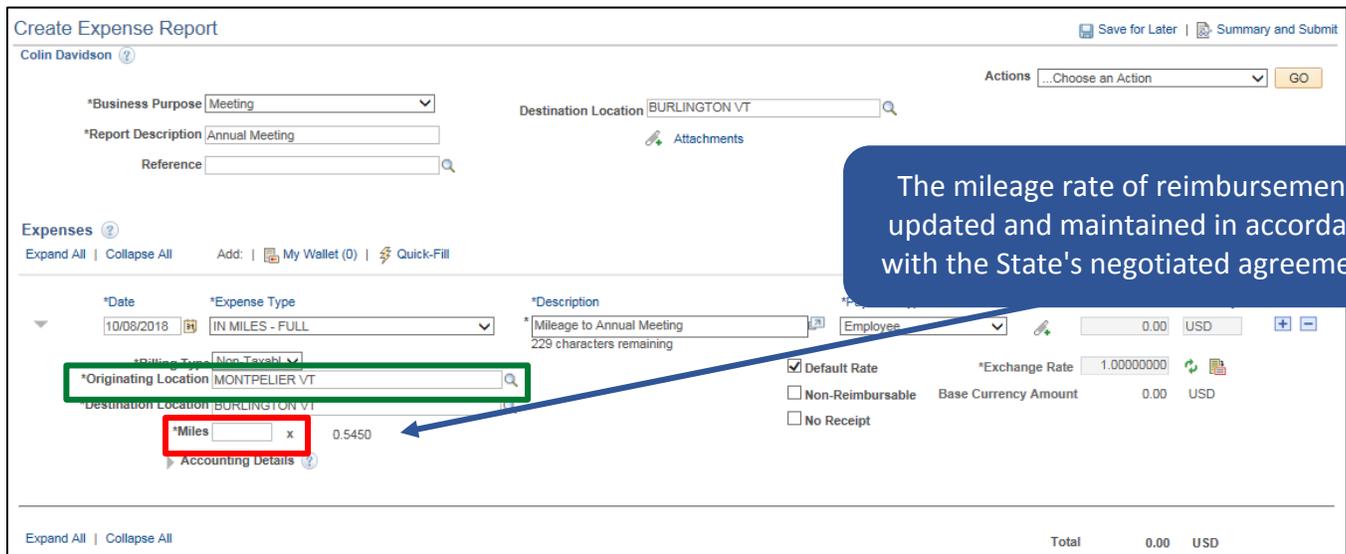
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTCY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The Create Expense - Details page displays the Originating Location selected.



Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description: Annual Meeting

Destination Location: BURLINGTON VT

Expenses

*Date	*Expense Type	*Description	*Miles	*Rate	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting	0.5450	0.00	0.00	USD

*Originating Location: MONTPELIER VT

*Miles: 0.5450

Total: 0.00 USD

The mileage rate of reimbursement is updated and maintained in accordance with the State's negotiated agreements.

Enter the number of miles for the round trip into the **Miles** field.

The Amount automatically populates.

Attachments that relate to the entire document should be added at header level. Receipts for an expense should be added on the line.

Attachments can be added to the expense report at the header or on the expense line.

Click the icon on the line to attach a receipt for the expense.

NOTE: Most expense types require a receipt. The exceptions are mileage, meals and per diems.

The Expense Line Attachments page displays.

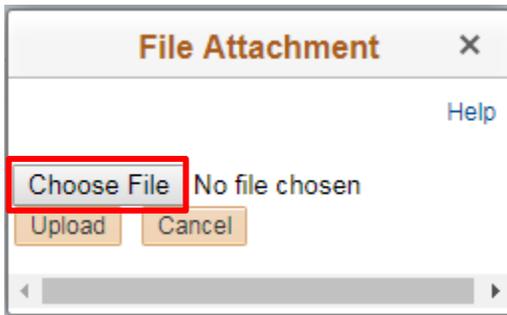
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

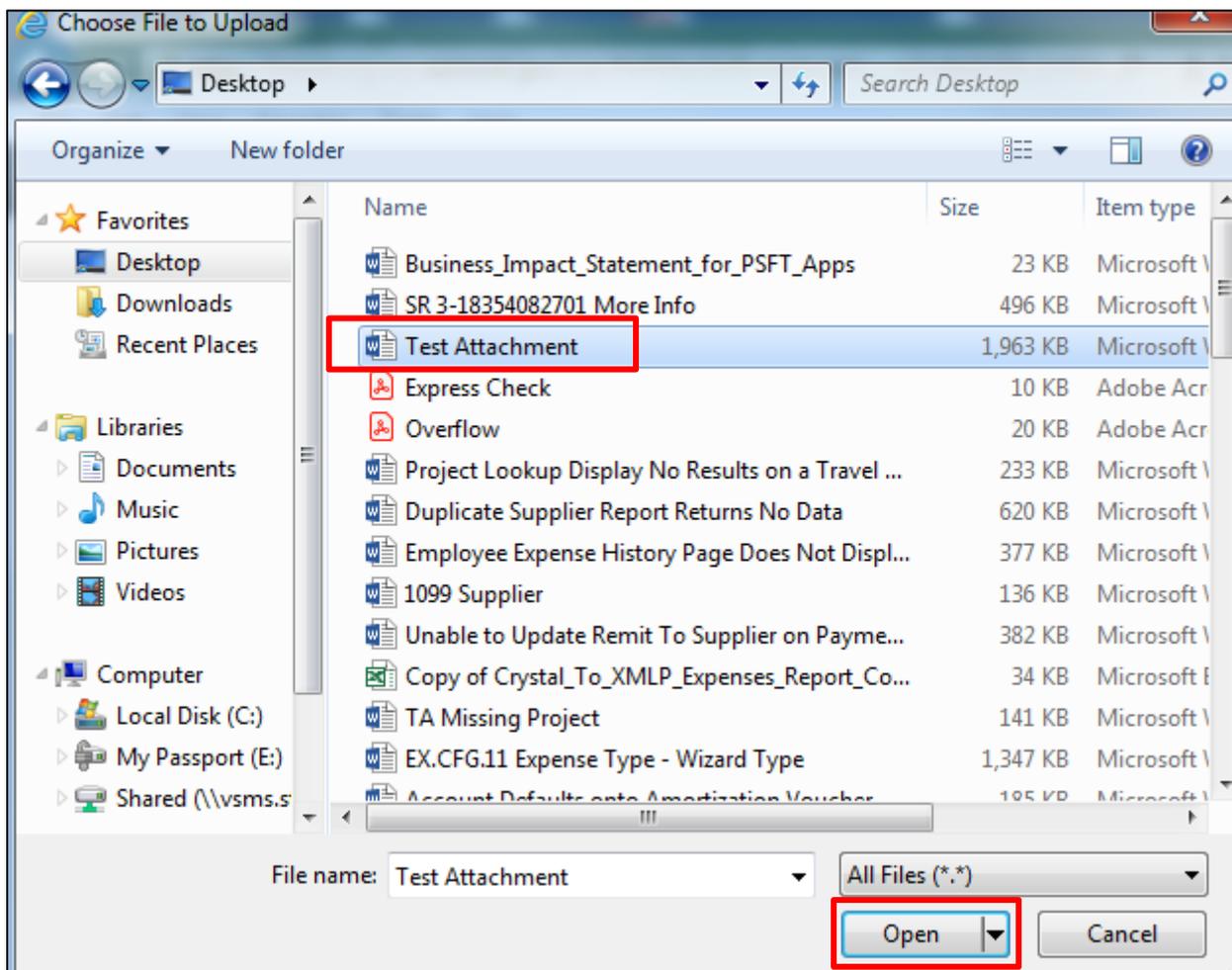
Click the **Add Attachment** button.

The File Attachment page displays.



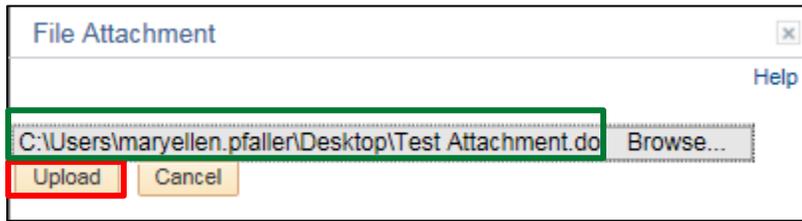
Click the **Choose File** button.

The Choose File to Upload page displays.



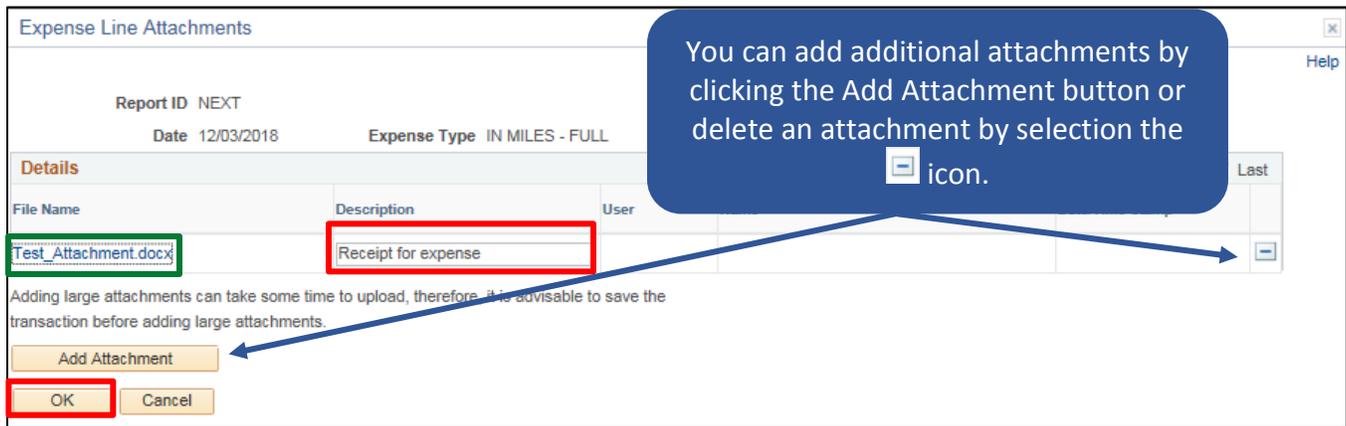
Select the file you want to attach and click the **Open** button.

The File Attachment page displays with the file path of the document.



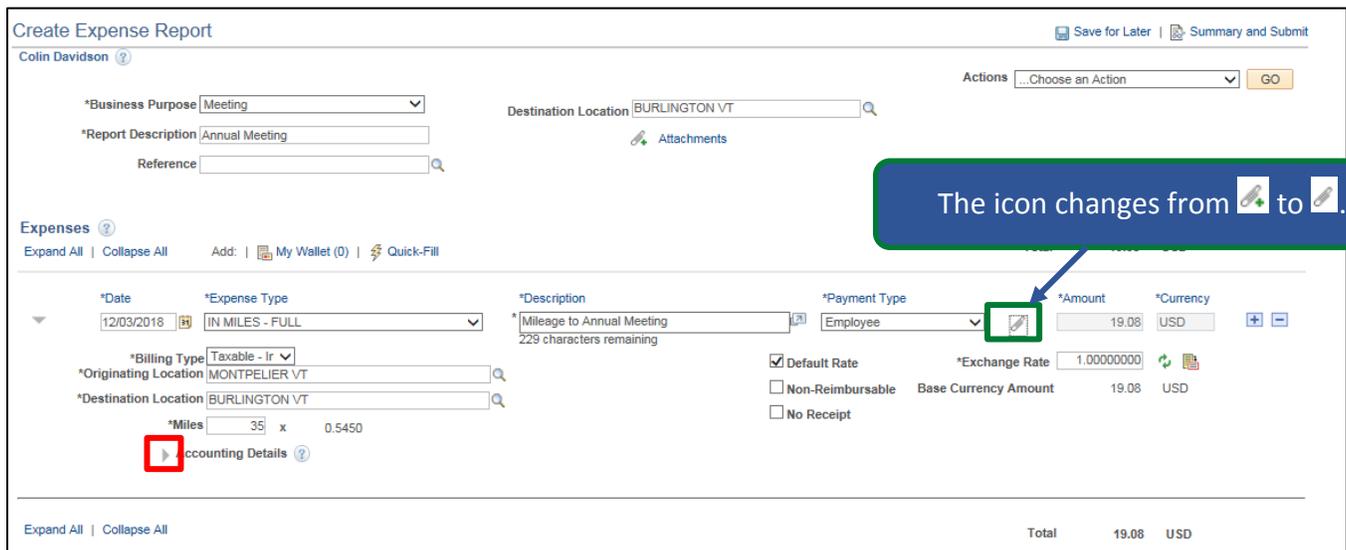
Click the **Upload** button.

The Expense Line Attachments page displays with the File Name as a link to the document.



Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The Create Expense Report - Details displays. The Attachment icon is updated.



Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The Accounting Details section expands and the ChartFields for the line display.

Create Expense Report Save for Later Summary and Submit

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference: [Search]

Destination Location: BURLINGTON VT

Expenses Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date: 10/08/2018 | *Expense Type: IN MILES - FULL | *Description: Mileage to Annual Meeting (229 characters remaining)

*Billing Type: Non-Taxabl | *Originating Location: MONTPELIER VT | *Destination Location: BURLINGTON VT

*Miles: 35 x 0.5450

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
19.08	08100	19.08	USD	1.00000000	20105	8100002000	59290	Z0017	ZM/VT 000

Total: 19.08 USD

Callout: The default ChartField values can be updated for all fields except the Account. Additional accounting lines can be insert by selecting the **+** icon.

The User Defaults on the employee’s profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.

Create Expense Report Save for Later Summary and Submit

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference: [Search]

Destination Location: BURLINGTON VT

Expenses Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date: 10/08/2018 | *Expense Type: IN MILES - FULL | *Description: Mileage to Annual Meeting (229 characters remaining)

*Billing Type: Non-Taxabl | *Originating Location: MONTPELIER VT | *Destination Location: BURLINGTON VT

*Miles: 35 x 0.5450

Accounting Details ?

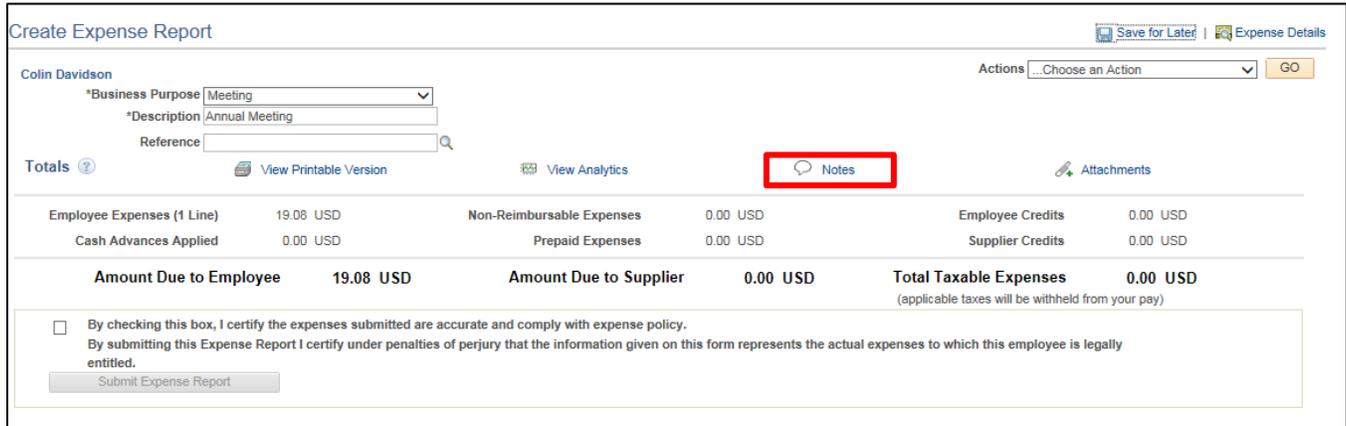
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept
19.08	08100	19.08	USD	1.00000000	20105	8100002000

Total: 19.08 USD

Callout: Additional expense lines can be insert by selecting the **+** icon. Select the appropriate expense type and enter the details for the expense line.

Click the **Summary and Submit** link.

The Create Expense Report – Submit page displays.



Colin Davidson

*Business Purpose Meeting

*Description Annual Meeting

Reference

Actions ...Choose an Action GO

Totals View Printable Version View Analytics **Notes** Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

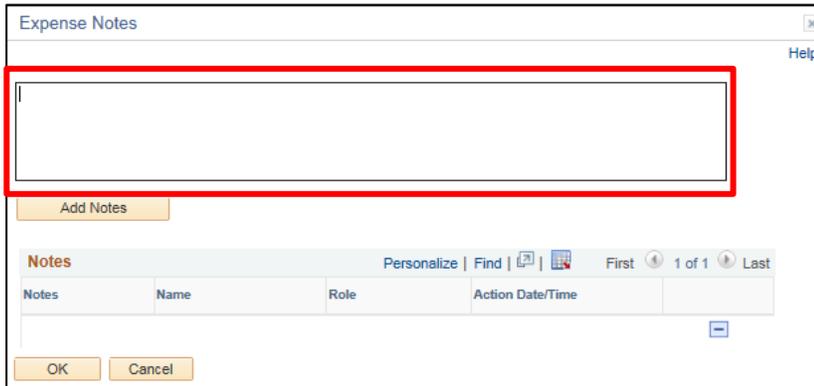
(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Notes** link.

The Expense Notes page displays.



Expense Notes Help

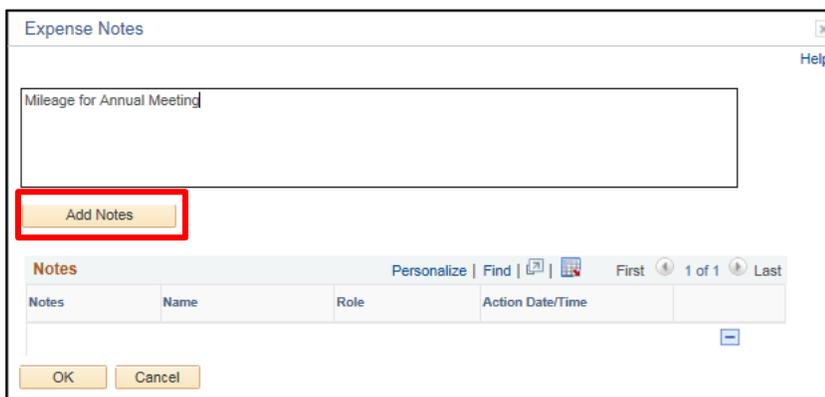
Add Notes

Notes Personalize Find 1 of 1 Last

Notes	Name	Role	Action Date/Time
-------	------	------	------------------

OK Cancel

Enter **Comments**.



Expense Notes Help

Mileage for Annual Meeting

Add Notes

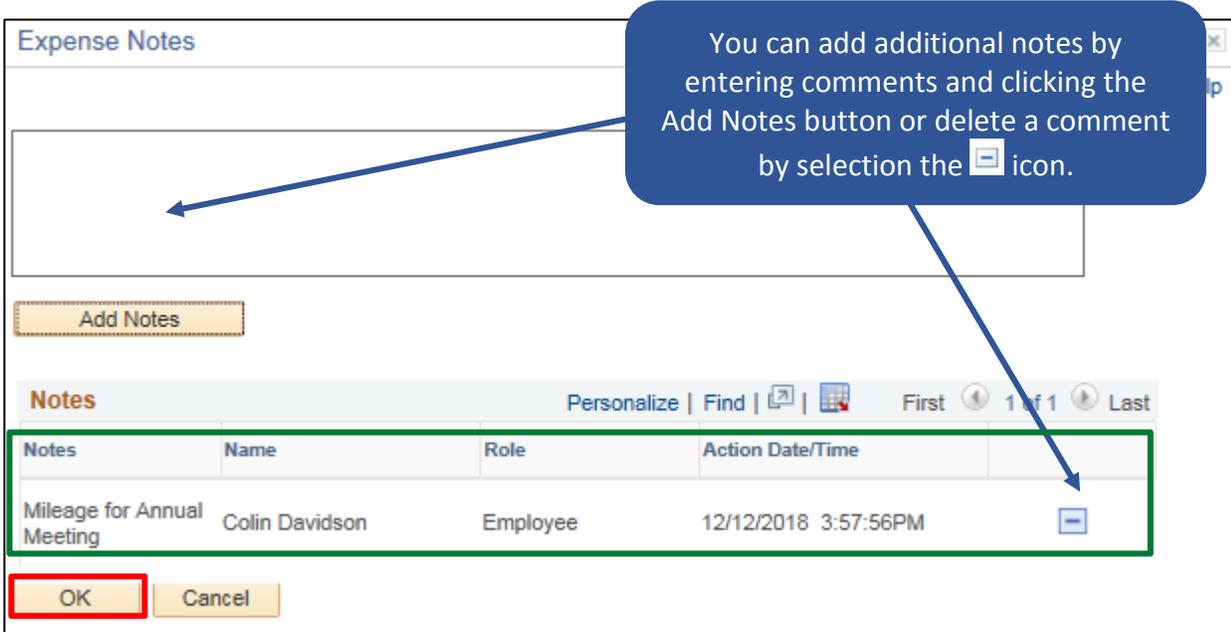
Notes Personalize Find 1 of 1 Last

Notes	Name	Role	Action Date/Time
-------	------	------	------------------

OK Cancel

Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.



Expense Notes

You can add additional notes by entering comments and clicking the Add Notes button or delete a comment by selection the  icon.

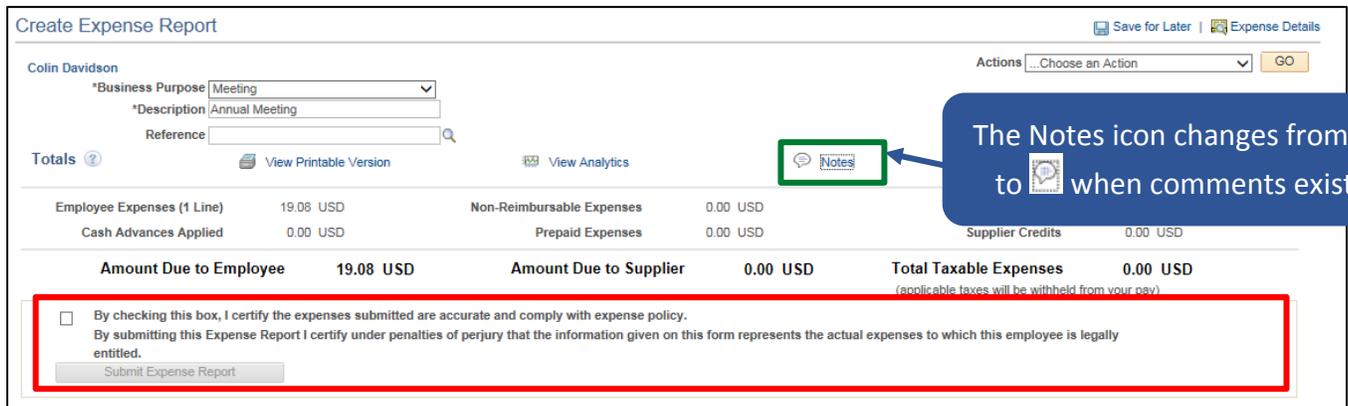
Notes Personalize | Find |   First 1 of 1 Last

Notes	Name	Role	Action Date/Time	
Mileage for Annual Meeting	Colin Davidson	Employee	12/12/2018 3:57:56PM	

OK Cancel

Click the **OK** button.

The Create Expense Report – Submit page displays.



Create Expense Report Save for Later | Expense Details

Colin Davidson Actions ...Choose an Action GO

*Business Purpose Meeting
 *Description Annual Meeting
 Reference

Totals View Printable Version View Analytics **Notes**

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Supplier Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD		
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

The Notes icon changes from  to  when comments exist.

Review the certification message and then select the **Certification** checkbox.

Create Expense Report Save for Later | Expense Details

Colin Davidson Actions ...Choose an Action

*Business Purpose Meeting

*Description Annual Meeting

Reference

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Click the **Submit Expense Report** button.

The Create Expense Report – Submit Confirmation page displays.

Expense Report Submit Confirm Help

Create Expense Report

Submit Confirmation

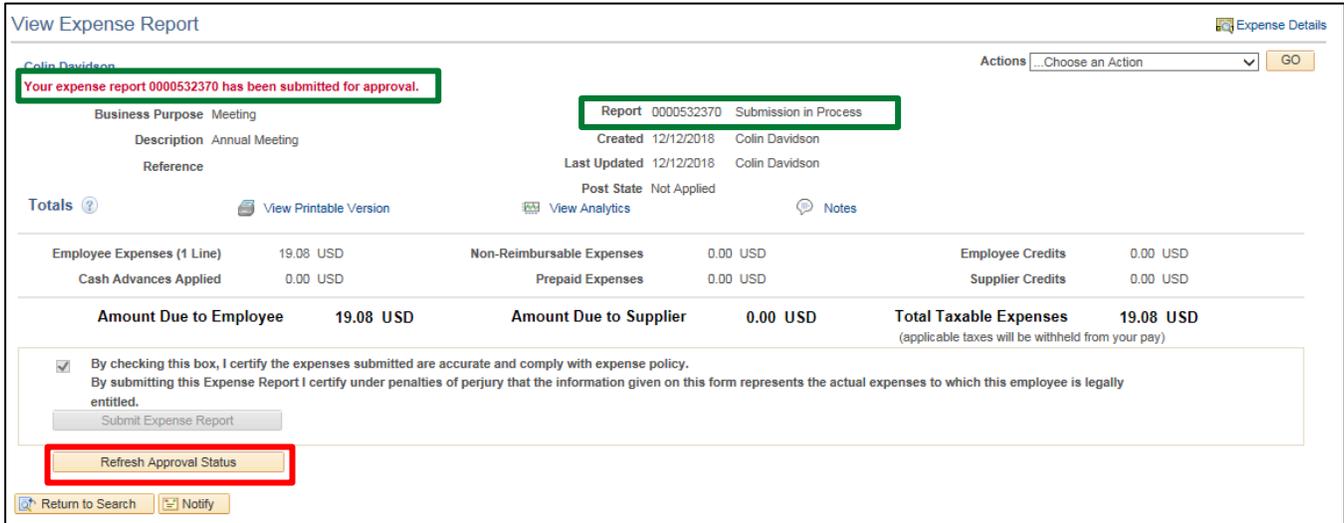
Colin Davidson

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

Click the **OK** button.

The View Expense Report - Submit page displays with the message 'Your expense report (ER ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.



View Expense Report Expense Details

Colin Davidson Actions: Choose an Action

Your expense report 0000532370 has been submitted for approval.

Report: 0000532370 Submission in Process

Created: 12/12/2018 Colin Davidson

Last Updated: 12/12/2018 Colin Davidson

Post State: Not Applied

Totals

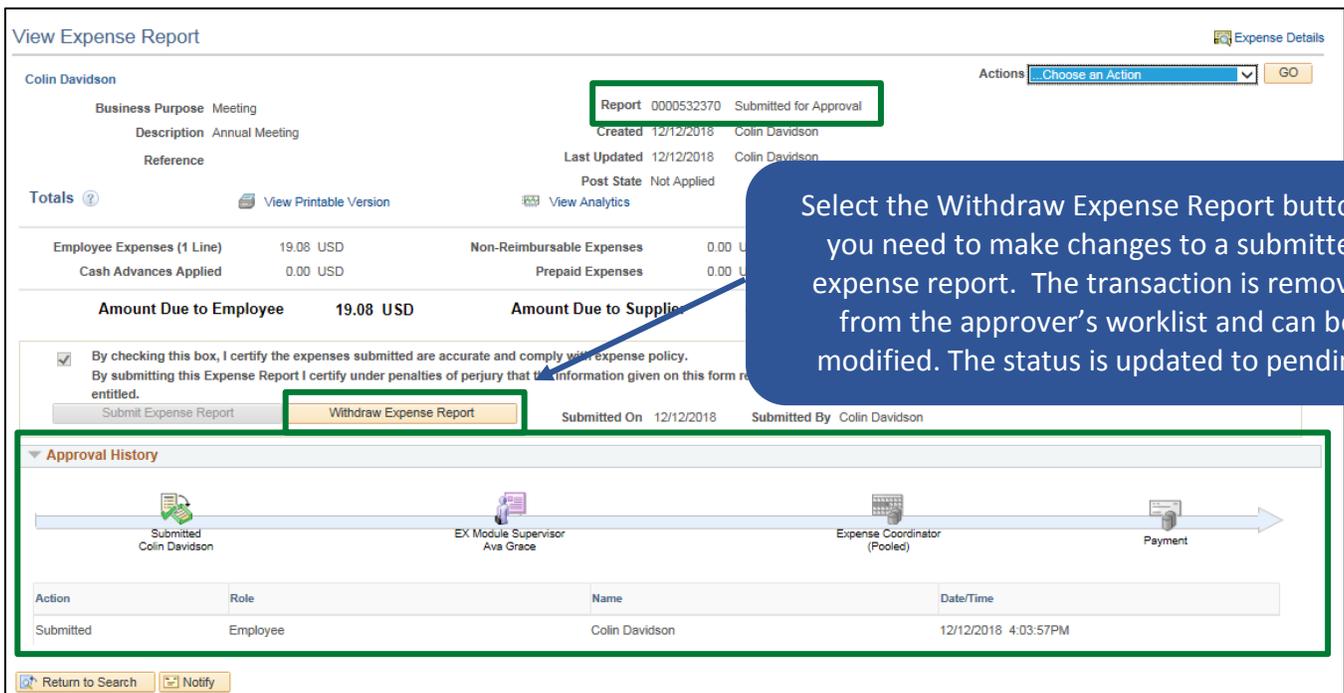
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Click the **Refresh Approval Status** button.

The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.



View Expense Report Expense Details

Colin Davidson Actions: Choose an Action

Report: 0000532370 Submitted for Approval

Created: 12/12/2018 Colin Davidson

Last Updated: 12/12/2018 Colin Davidson

Post State: Not Applied

Totals

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submitted On: 12/12/2018 Submitted By: Colin Davidson

Approval History

Submitted Colin Davidson → EX Module Supervisor Ava Grace → Expense Coordinator (Pooled) → Payment

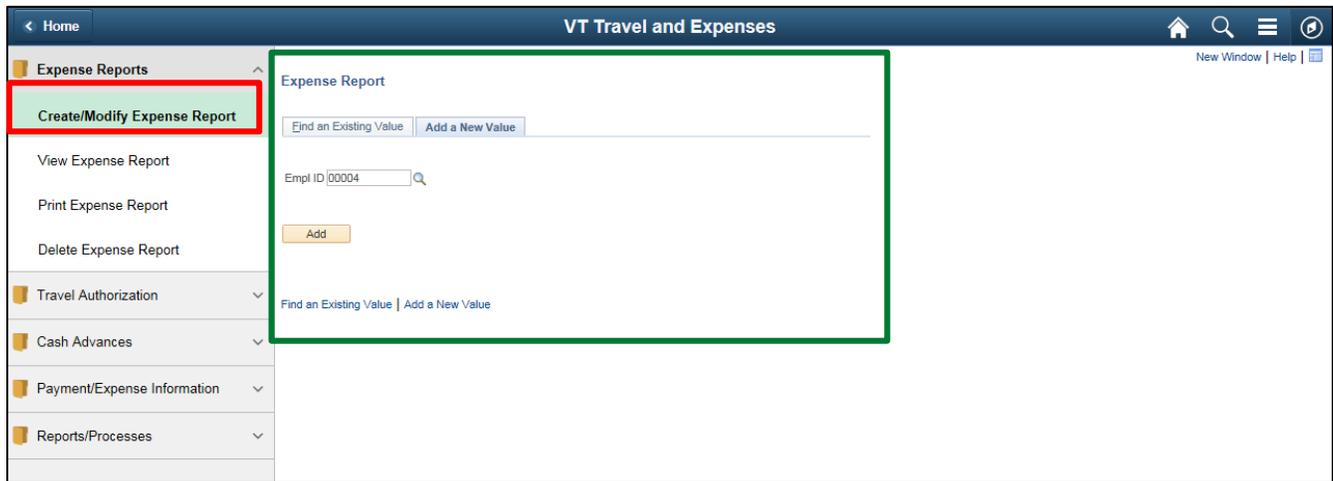
Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/12/2018 4:03:57PM

Create an Expense Report as a Delegate

Situations when this function is used: You need to create an expense report on behalf of another employee.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.



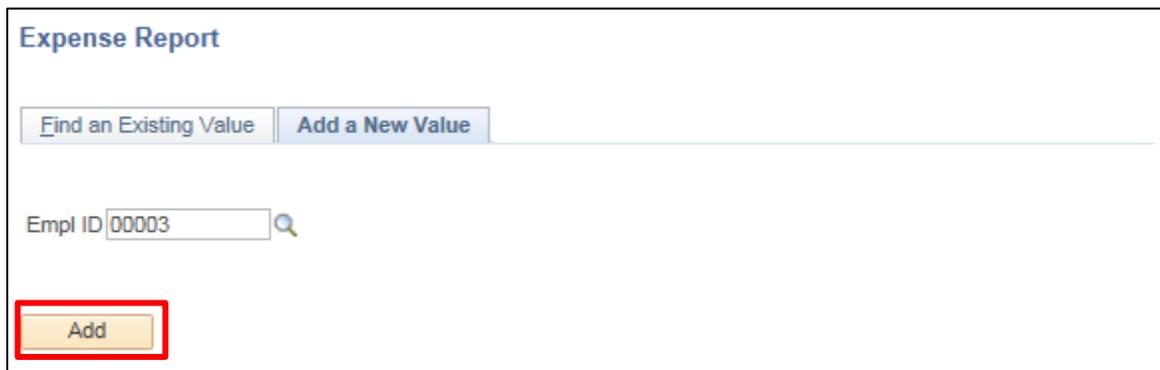
Select the **Empl ID** look up  icon.

The Look Up Empl ID page displays all of the employee IDs the delegate has authority to create expense transactions for.



Empl ID	Name
00003	Davidson, Colin
00004	McTeag, Rufus

Select the **Empl ID** link.



Click the **Add** button.

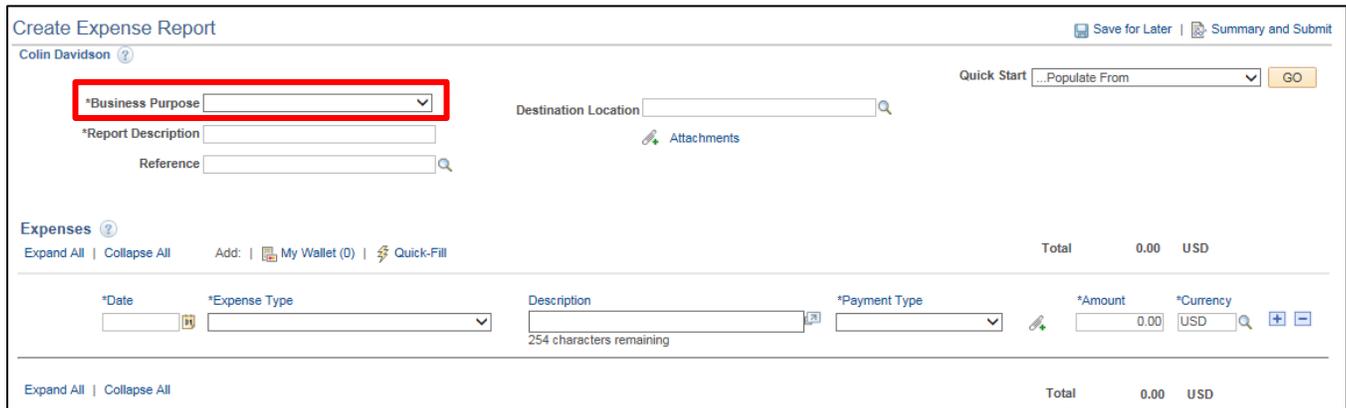
NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder.



An approved travel authorization exists. If applicable to this expense report, please choose the Quick Start Populate From "A Travel Authorization" and select the appropriate travel authorization.

OK

Click the **OK** button to continue to the Create Expense Report – Details page.



Create Expense Report Save for Later | Summary and Submit

Colin Davidson Quick Start ...Populate From GO

*Business Purpose ▼ Destination Location Attachments

*Report Description

Reference

Expenses Total 0.00 USD

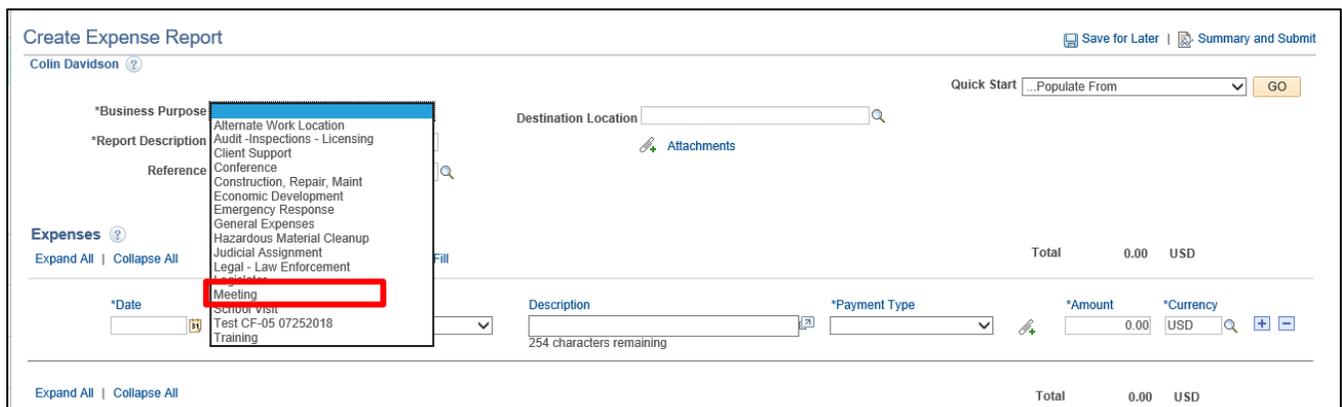
Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date *Expense Type Description *Payment Type *Amount *Currency

254 characters remaining

Expand All | Collapse All Total 0.00 USD

Click the drop-down arrow to choose the **Business Purpose**.



Create Expense Report Save for Later | Summary and Submit

Colin Davidson Quick Start ...Populate From GO

*Business Purpose ▼ Destination Location Attachments

*Report Description

Reference

Expenses Total 0.00 USD

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date *Expense Type Description *Payment Type *Amount *Currency

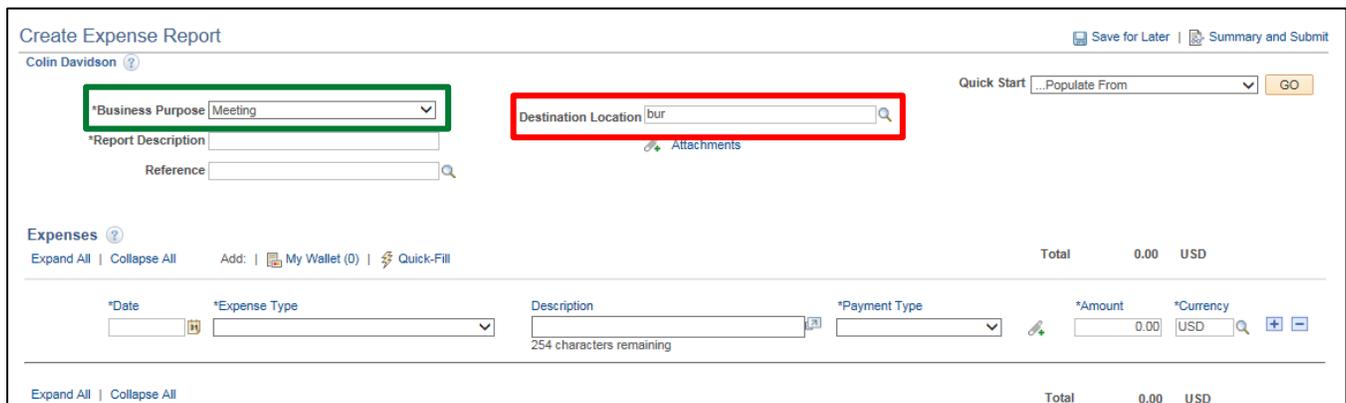
254 characters remaining

Expand All | Collapse All Total 0.00 USD

- Alternate Work Location
- Audit - Inspections - Licensing
- Client Support
- Conference
- Construction, Repair, Maint
- Economic Development
- Emergency Response
- General Expenses
- Hazardous Material Cleanup
- Judicial Assignment
- Legal - Law Enforcement
- Meeting ▼
- School visit
- Test CF-05 07252018
- Training

Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location**. This location should be the furthest point travelled during the trip.



Create Expense Report Save for Later | Summary and Submit

Colin Davidson Quick Start ...Populate From GO

*Business Purpose Meeting ▼ Destination Location bur Attachments

*Report Description

Reference

Expenses Total 0.00 USD

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date *Expense Type Description *Payment Type *Amount *Currency

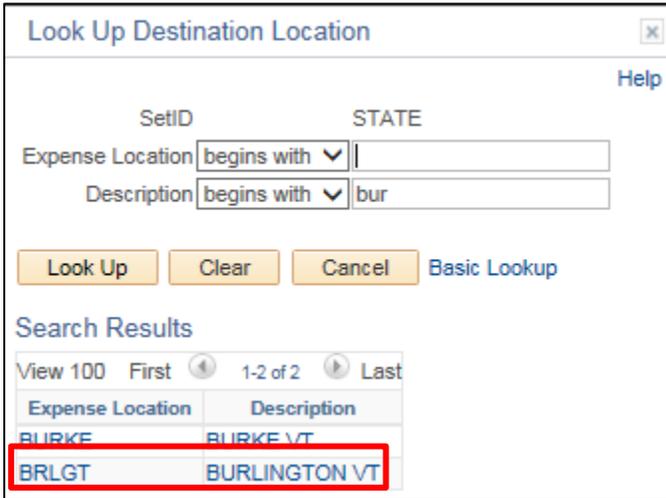
254 characters remaining

Expand All | Collapse All Total 0.00 USD

NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

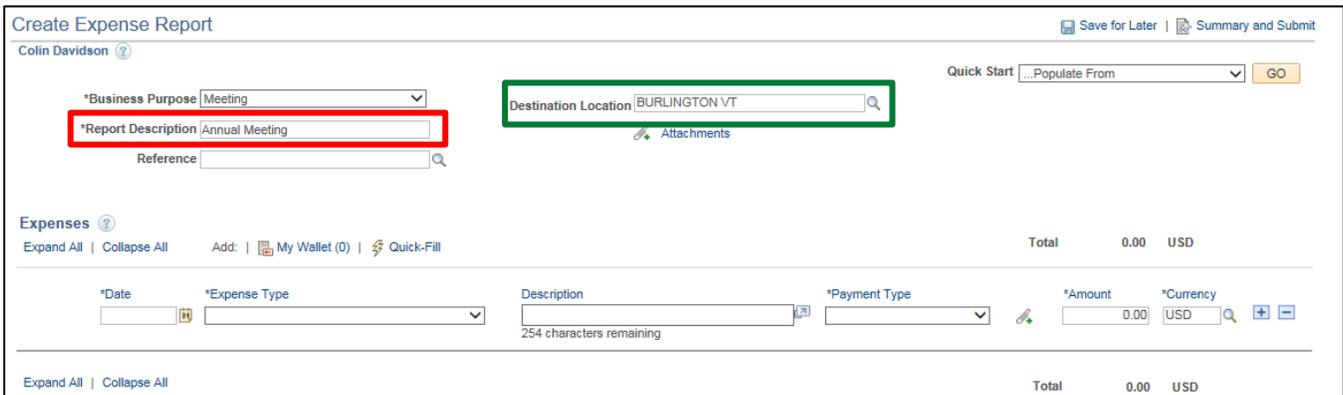
Enter the first three letters into the **Destination Location** field and click the look up  icon.

The Look Up Destination Location page displays.

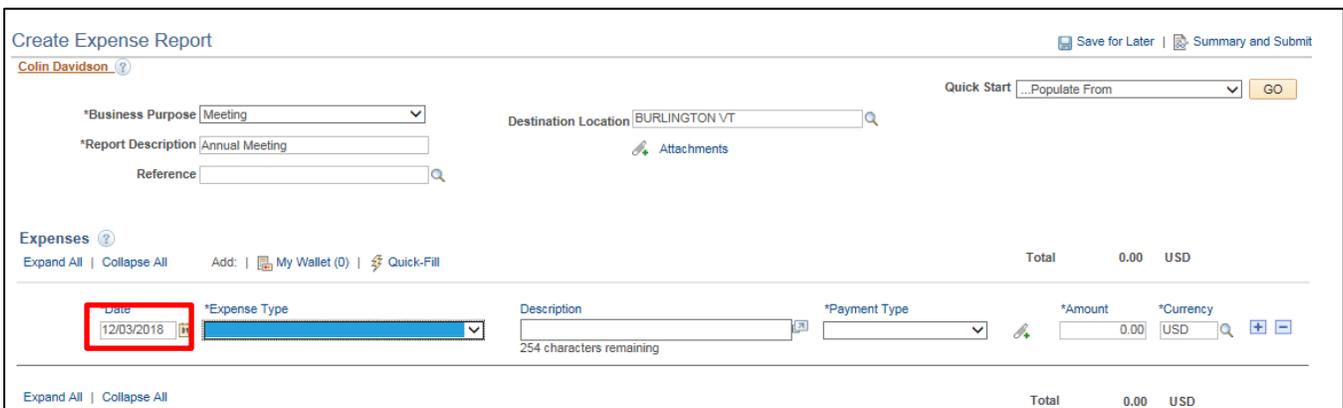


Select the **Expense Location** link.

The Create Expense Report - Details page displays the Destination Location selected.



Enter a short, meaningful description for the trip into the **Description** field.



Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. **NOTE:** This date cannot be in the future.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Quick Start

*Business Purpose: Destination Location:

*Report Description: Reference:

Expenses Total 0.00 USD

Expand All | Collapse All Add:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text" value="12/03/2018"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Expand All | Collapse All Total 0.00 USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Quick Start

*Business Purpose: Destination Location:

*Report Description: Reference:

Expenses Total 0.00 USD

Expand All | Collapse All Add:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text" value="12/03/2018"/>	<ul style="list-style-type: none"> Family Preservation Support Finger Printg & Background Cks Foster Parent Damage Claim Foster Parent Food Foster Parent Recruitment Foster Parent Reward-Recognitn Foster Parent Support Misc Foster Parent Training GASOLINE IN AIR TRANSP IN BREAKFAST IN COMMUTER MILE IN CONF/TRAIN REGIST IN DINNER IN INCIDENTALS IN LODGING IN LUNCH IN MILES FULL IN MILES REDUCED RATE IN TRANSPORT OTHER IN VEHICLE RENTAL INTERNET ACCESS ITEMS FOR RESALE Judicial only-Court Incentives LEG NT 50+ MI LEG NT PER DIEM MEAL LEG NT PER DIEM ROOM LEG TX LESS 50 MI LEG TX PER DIEM MEAL 	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated. The displayed fields vary depending on the expense type selected. Payment Type is 'Employee' and Billing Type is 'Non-Taxable - Internal'.

Create Expense Report

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference: [Search]

Destination Location: BURLINGTON VT

Actions: ...Choose an Action [GO]

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Date	Expense Type	Description	Payment Type	Amount	Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

*Billing Type: Non-Taxabl
 *Originating Location: [Search]
 *Destination Location: BURLINGTON VT
 *Miles: [] x 0.5450
 Accounting Details [?]

Total: 0.00 USD

Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here.

Create Expense Report

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference: [Search]

Destination Location: BURLINGTON VT

Actions: ...Choose an Action [GO]

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

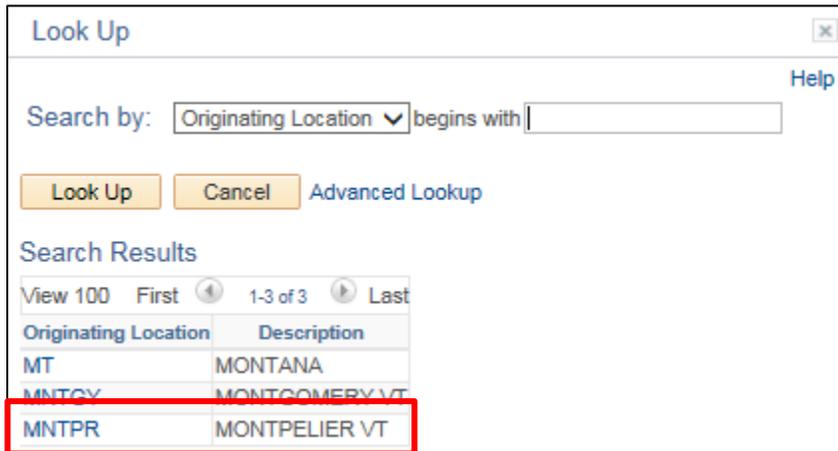
Date	Expense Type	Description	Payment Type	Amount	Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

*Billing Type: Non-Taxabl
 *Originating Location: mon
 *Destination Location: BURLINGTON VT
 *Miles: [] x 0.5450
 Accounting Details [?]

Total: 0.00 USD

Enter a few letters of where you started your trip into the **Originating Location** field and click look up icon.

The Look Up page displays the locations that match your criteria.



Look Up

Search by: **Originating Location** begins with

Look Up Cancel Advanced Lookup

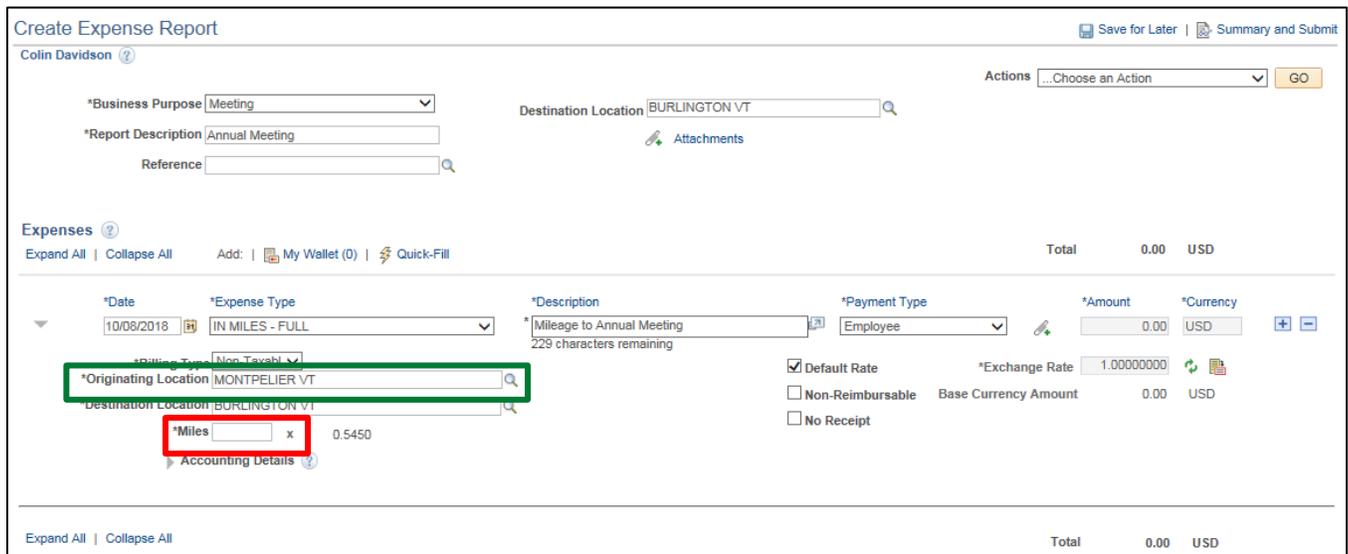
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTCY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The Create Expense - Details page displays the Originating Location selected.



Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description: Annual Meeting

Destination Location: BURLINGTON VT

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

*Originating Location: MONTPELIER VT

*Destination Location: BURLINGTON VT

*Miles: 0.5450

Enter the number of miles for the round trip into the **Miles** field.

The Amount automatically populates.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson

*Business Purpose: Meeting | Destination Location: BURLINGTON VT | Actions: ...Choose an Action | GO

*Report Description: Annual Meeting | Attachments

Reference: [Search]

Expenses Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total: 19.08 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

*Billing Type: Taxable - Ir | *Originating Location: MONTPELIER VT | *Destination Location: BURLINGTON VT

*Miles: 35 x 0.5450

Accounting Details [Expand]

Default Rate | *Exchange Rate: 1.00000000 | Non-Reimbursable | Base Currency Amount: 19.08 USD | No Receipt

Expand All | Collapse All | Total: 19.08 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The Accounting Details section expands and the ChartFields for the line display.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson

*Business Purpose: Meeting | Destination Location: BURLINGTON VT | Actions: ...Choose an Action | GO

*Report Description: Annual Meeting | Attachments

Reference: [Search]

Expenses Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total: 19.08 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

*Billing Type: Non-Taxabl | *Originating Location: MONTPELIER VT | *Destination Location: BURLINGTON VT

*Miles: 35 x 0.5450

Accounting Details [Expand]

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
	19.08	08100	19.08	USD	1.00000000	20105	8100002000	56290	Z0017	ZM/VT 000

Non-Reimbursable | Base Currency Amount: 19.08 USD | No Receipt

Expand All | Collapse All | Total: 19.08 USD

The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.

Create Expense Report Save for Later **Summary and Submit**

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference: [Search]

Destination Location: BURLINGTON VT
 Attachments

Expenses Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill Total 19.08 USD

*Date: 10/08/2018
 *Expense Type: IN MILES - FULL
 *Description: Mileage to Annual Meeting
 *Payment Type: Employee
 *Amount: 19.08 USD
 *Currency: USD

*Billing Type: Non-Taxabl
 *Originating Location: MONTPELIER VT
 *Destination Location: BURLINGTON VT
 *Miles: 35 x 0.5450

Accounting Details

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept
	19.08	08100	19.08 USD		1.00000000	20105	81000020

Additional expense lines can be insert by selecting the **+** icon. Select the appropriate expense type and enter the details for the expense line.

Click the **Summary and Submit** link.

The Create Expense Report – Submit page displays.

Create Expense Report Save for Later | Expense Details

Colin Davidson

*Business Purpose: Meeting
 *Description: Annual Meeting
 Reference: [Search]

Totals View Printable Version | View Analytics | **Notes** | Attachments

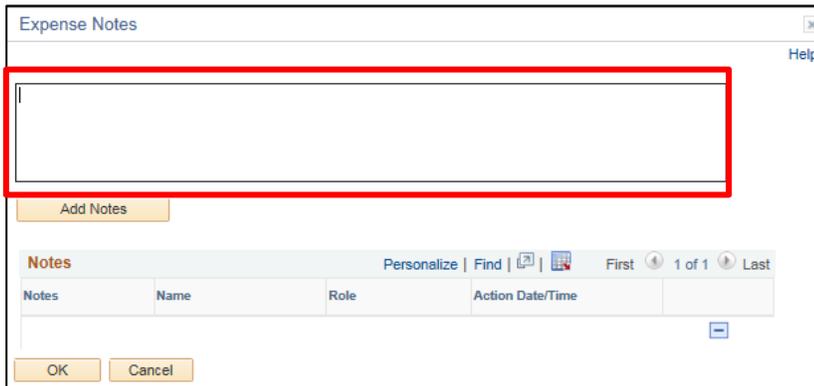
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

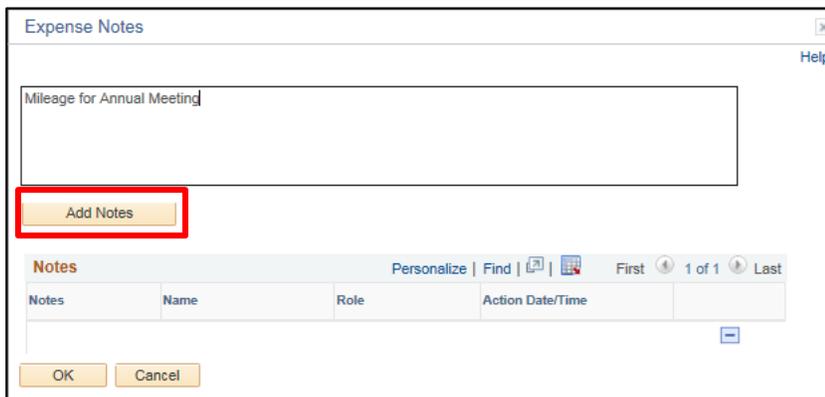
Click the **Notes** link.

The Expense Notes page displays.



The screenshot shows the 'Expense Notes' window. A large text input field is highlighted with a red border. Below it is an 'Add Notes' button. At the bottom, there is a table with columns for 'Notes', 'Name', 'Role', and 'Action Date/Time'. The table is currently empty. There are 'OK' and 'Cancel' buttons at the bottom left.

Enter **Notes**.



The screenshot shows the 'Expense Notes' window with the text 'Mileage for Annual Meeting' entered into the text input field. The 'Add Notes' button is highlighted with a red border. The table below remains empty. There are 'OK' and 'Cancel' buttons at the bottom left.

Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

Expense Notes
Help

Add Notes

Notes	Name	Role	Action Date/Time
Mileage for Annual Meeting	Colin Davidson	Employee	12/12/2018 3:57:56PM

OK
Cancel

Click the **OK** button.

The Create Expense Report – Submit page displays and the Notes icon is updated.

Create Expense Report
Save for Later
Expense Details

Colin Davidson

*Business Purpose: Meeting

*Description: Annual Meeting

Reference:

Actions: Choose an Action GO

Totals
View Printable Version
View Analytics
Notes
Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

NOTE: The **Certification** checkbox and Submit **Expense Report** button are disabled. A delegate is authorized to create an expense transaction on behalf of another employee, but you cannot submit the transaction. Contact Finops if you need authorization to submit on behalf of another employee.

Click the **Save for Later** link.

The Modify Expense Report – Submit page displays. The Report ID is assigned, and the Status is ‘Pending’.

Modify Expense Report [Save for Later](#) | [Expense Details](#)

Colin Davidson Actions: ...Choose an Action

*Business Purpose: Report 0000532371 Pending

*Description:

Reference:

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Verify/Change accounting detail for expense line(s)

Situations when this function is used: While creating an expense report, you can review the accounting details (Chartfields) for each expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes

WorkCenter Navigation: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Enter Expense Report ID and click search.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Report ID

Report Description

Name

Empl ID 

Creation Date 

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click **Expand Section** ▶ to expand the accounting lines.

Modify Expense Report Save for Later Summary and Submit

Colin Davidson ?

Report 0000532363 Pending

*Business Purpose: Training

*Report Description: Travel for VISION training

Destination Location: MONTPELIER VT

Reference:

Attachments

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 26.71 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Travel to Montpelier for VISION training 214 characters remaining	Employee	26.71	USD

Expand All | Collapse All

Total 26.71 USD

Click the **Accounting Details** ▶ to expand the accounting lines. The accounting detail link is located at the bottom of each Expense line

Modify Expense Report Save for Later Summary and Submit

Colin Davidson ?

Report 0000532365 Pending

*Business Purpose: Meeting

*Report Description: Annual Meeting

Destination Location: BURLINGTON VT

Reference:

Attachments

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 87.20 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

*Destination Location: BURLINGTON VT

*Miles: 40 x 0.5450

Accounting Details ?

Lines can be added by clicking the **+** Add button and can be deleted by clicking the **-** Minus button.

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 87.20 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

*Destination Location: BURLINGTON VT

*Miles: 40 x 0.5450

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
21.80	08100	21.80	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000

Modify Expense Report Save for Later | Summary and Submit

Colin Davidson Actions ...Choose an Action GO

*Business Purpose: Meeting Report: 0000532365 Pending

*Report Description: Annual Meeting Destination Location: BURLINGTON VT

Reference: [Attachments](#)

Expenses Total: 87.20 USD

Expand All | Collapse All | Add: |

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

234 characters remaining

*Billing Type: Non-Taxabl Default Rate *Exchange Rate: 1.00000000

Non-Reimbursable Base Currency Amount: 21.80 USD

No Receipt

*Originating Location: MONTPELIER VT

*Destination Location: BURLINGTON VT

*Miles: 40 x 0.5450

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
21.80	08100	21.80 USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT	000-
	08100	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT	000-

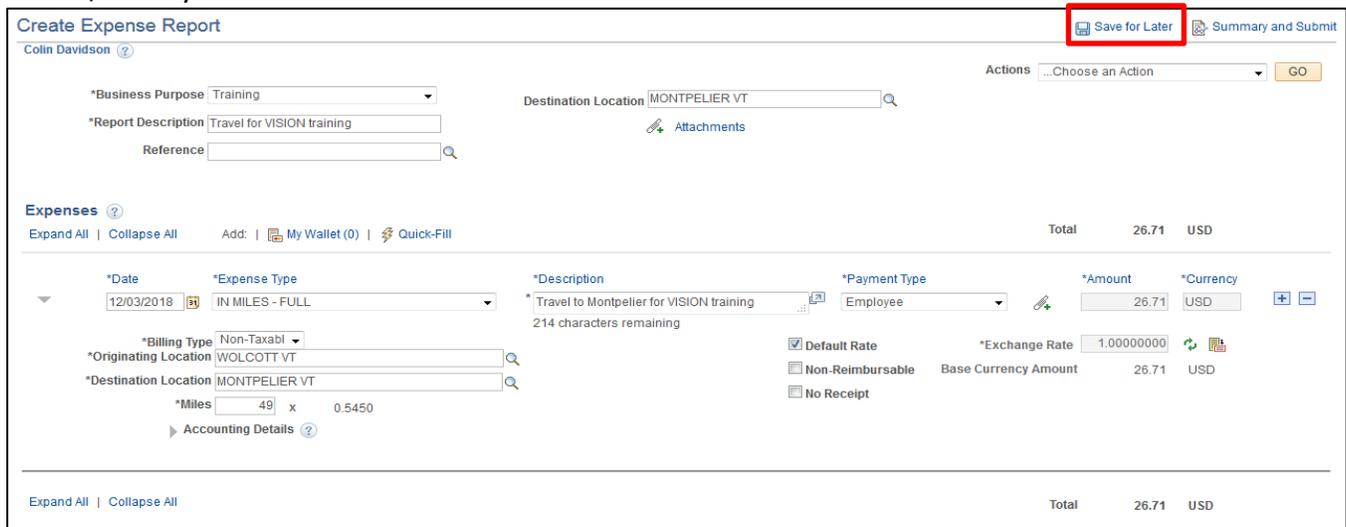
Note: The account code and GL Unit should never be changed.

Save Expense Report for Later

Situations when this function is used: When entering expense reports, it is important to **save often**. We recommend saving after every few lines to avoid losing any work.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



Create Expense Report [Save for Later](#) [Summary and Submit](#)

Colin Davidson [?](#)

*Business Purpose: Training
 *Report Description: Travel for VISION training
 Reference:

Destination Location: MONTPELIER VT

Actions: ...Choose an Action

Expenses [?](#)

Expand All | Collapse All Add:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Travel to Montpelier for VISION training 214 characters remaining	Employee	26.71	USD

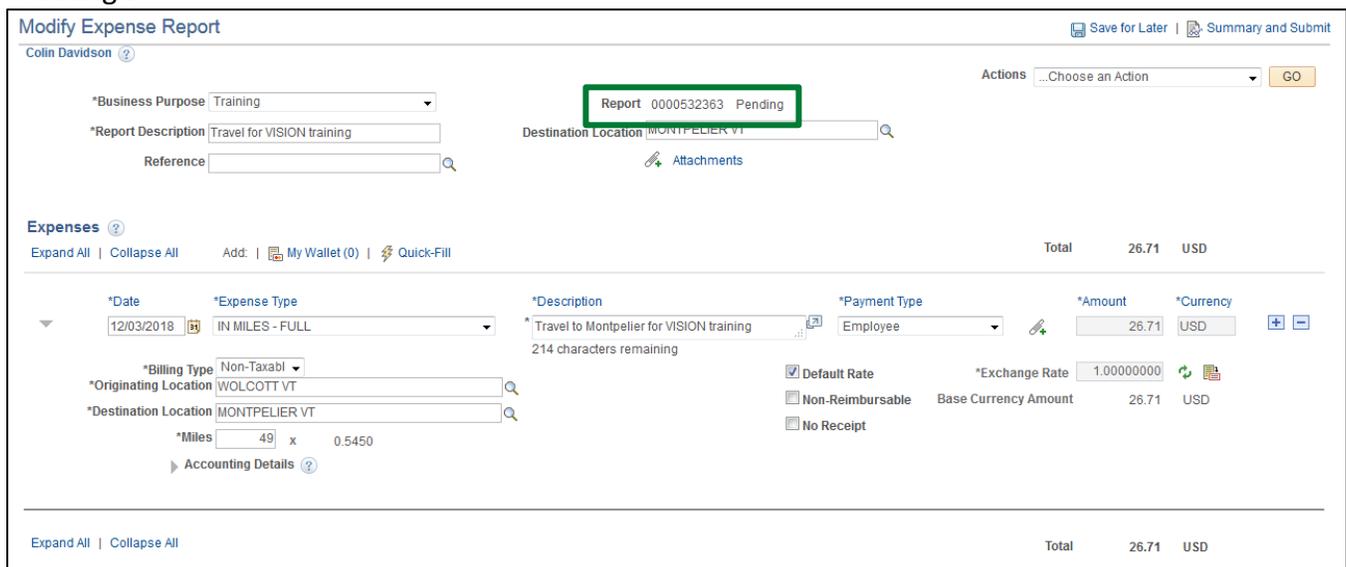
*Billing Type: Non-Taxabl
 *Originating Location: WOLCOTT VT
 *Destination Location: MONTPELIER VT
 *Miles: 49 x 0.5450

Accounting Details [?](#)

Expand All | Collapse All Total 26.71 USD

While working in an expense report you can save it to come back to later at any time by clicking on the **Save for Later** link.

The Modify Expense Report – Details page displays. The Report ID is assigned, and the Status is 'Pending'.



Modify Expense Report [Save for Later](#) [Summary and Submit](#)

Colin Davidson [?](#)

*Business Purpose: Training
 *Report Description: Travel for VISION training
 Reference:

Destination Location: MONTPELIER VT

Actions: ...Choose an Action

Expenses [?](#)

Expand All | Collapse All Add:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Travel to Montpelier for VISION training 214 characters remaining	Employee	26.71	USD

*Billing Type: Non-Taxabl
 *Originating Location: WOLCOTT VT
 *Destination Location: MONTPELIER VT
 *Miles: 49 x 0.5450

Accounting Details [?](#)

Expand All | Collapse All Total 26.71 USD

Finish and Submit

Situations when this function is used: After all the expense lines, receipts and notes have been added and the accounting information is verified the expense report is ready to be submitted for approval.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The screenshot shows the 'Create Expense Report' form for Colin Davidson. At the top right, there are two buttons: 'Save for Later' and 'Summary and Submit', with the latter highlighted in a red box. The form includes fields for Business Purpose (Meeting), Report Description (Annual Meeting), and Destination Location (BURLINGTON VT). Below these are the 'Expenses' section with a table of one expense line item: 10/08/2018, IN MILES - FULL, Mileage to Annual Meeting, Employee, 19.08 USD. At the bottom right of the form, the 'Summary and Submit' link is highlighted in red.

Click the **Summary and Submit** link.

The Create Expense Report – Submit page displays. **NOTE:** The Modify Expense Report – Submit page displays if you previously clicked the Save for Later link.

The screenshot shows the 'Create Expense Report' form after clicking 'Summary and Submit'. The form displays a summary table with columns for Amount Due to Employee (19.08 USD), Amount Due to Supplier (0.00 USD), and Total Taxable Expenses (0.00 USD). Below the table, there is a certification message: 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.' This message and the 'Submit Expense Report' button below it are highlighted in a red box.

Review the certification message and select the **Certification** checkbox.

Create Expense Report Save for Later | Expense Details

Colin Davidson Actions: ...Choose an Action

*Business Purpose: Meeting
 *Description: Annual Meeting
 Reference:

Totals

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Click the **Submit Expense Report** button.

The Create Expense Report – Submit Confirmation page displays.

Expense Report Submit Confirm Help

Create Expense Report

Submit Confirmation

Colin Davidson

Totals

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

Click the **OK** button.

The View Expense Report - Submit page displays with the message 'Your expense report (ER ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.

View Expense Report Expense Details

Colin Davidson Actions: Choose an Action

Your expense report 0000532370 has been submitted for approval.

Report 0000532370 Submission in Process

Business Purpose Meeting
Description Annual Meeting
Reference
Created 12/12/2018 Colin Davidson
Last Updated 12/12/2018 Colin Davidson
Post State Not Applied

Totals

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Click the [Refresh Approval Status](#) button.

The expense report has been routed to the supervisor for approval. The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense report, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

View Expense Report Expense Details

Colin Davidson Actions: Choose an Action GO

Report 0000532370 Submitted for Approval

Created 12/12/2018 Colin Davidson

Description Annual Meeting

Reference Last Updated 12/12/2018 Colin Davidson

Post State Not Applied

Totals View Printable Version View Analytics

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	

By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form is true and correct and that I am entitled.

Submit Expense Report Withdraw Expense Report Submitted On 12/12/2018 Submitted By Colin Davidson

Approval History



Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/12/2018 4:03:57PM

Return to Search Notify

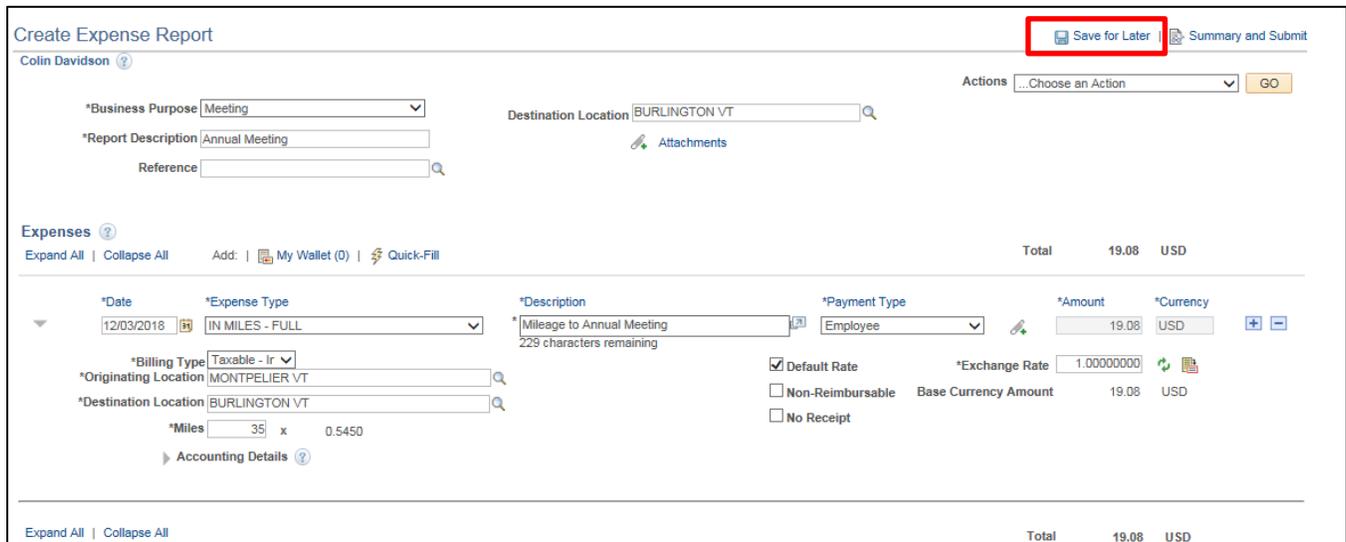
Select the Withdraw Expense Report button if you need to make changes to a submitted expense report. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

Duplicate Expense Reports

Situations when this function is used: You will receive a warning message when you save an expense report for later or submit and expense report and there is a duplicate expense.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

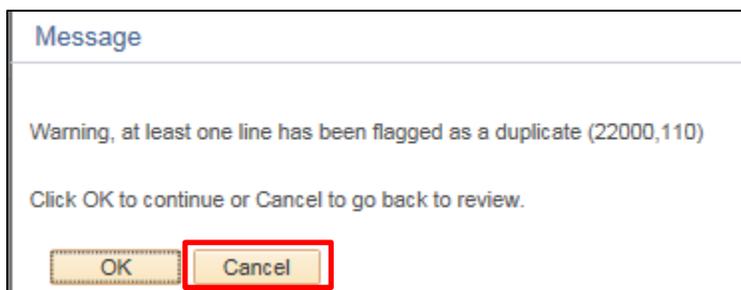
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



Click the **Save for Later** link.

NOTE: Duplicates are checked when the Save for Later link is selected and when the Submit Expense Report button is selected.

If a duplicate expense line exists, the following message will display.



NOTE: Clicking the OK button will save the expense report with errors. Click Cancel if you do not want to save the report. Lines in error should be corrected prior to submitting the expense report.

Click the **Cancel** button.

The Review Exceptions icon displays on the duplicate expense line.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Actions: ...Choose an Action GO

*Business Purpose: Meeting Destination Location: BURLINGTON VT

*Report Description: Annual Meeting [Attachments](#)

Reference:

Expenses Total: 19.08 USD

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting <small>229 characters remaining</small>	Employee	19.08	USD

*Billing Type: Taxable - Ir Default Rate

*Originating Location: MONTPELIER VT Non-Reimbursable

*Destination Location: BURLINGTON VT No Receipt

*Miles: 35 x 0.5450 *Exchange Rate: 1.00000000

[Accounting Details](#)

Total: 19.08 USD

Click the **Review Exceptions**  icon.

The View Exception Comments and Risks page displays. The Comment field identifies duplicate the expense sheet and line.

Create Expense Report

View Exception Comments and Risks Report ID 0000532371

General Information

Report Description: Annual Meeting

Business Purpose: Meeting

Reference:

Exception Information		
Line	Exception	Comment
1	IN MILES - FULL	Duplicates Exist Expense line is a duplicate of Line 1, Sheet Id 0000532370. Date 2018-12-03, Amt Spent 19.08 USD.

[Return To Expense Report](#)

Delete or correct the duplicate line.

Copy Expense line(s) for an Expense Report

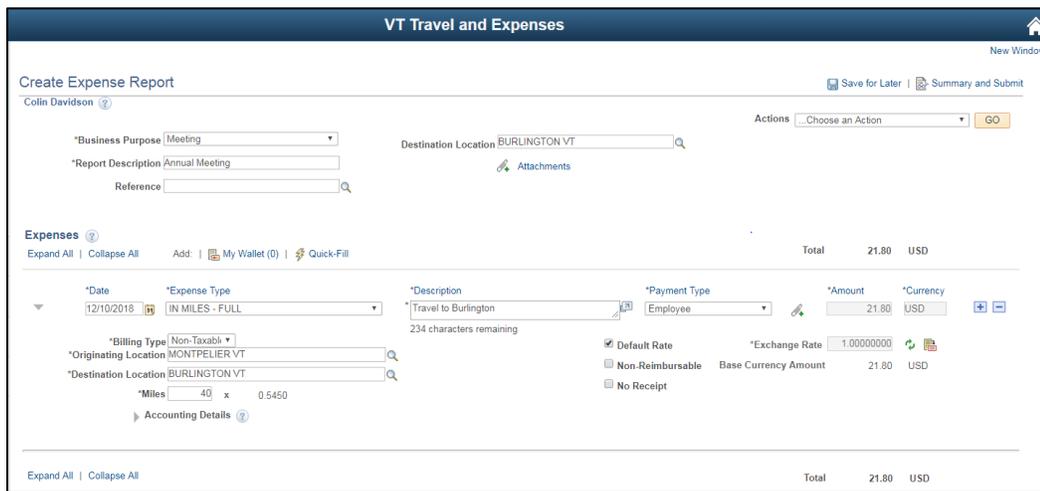
Situations when this function is used: This functionality allows an employee to create one or multiple new lines by copying an existing line on an expense report.

WorkCenter Navigation: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Menu Navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the Actions drop-down to ... **Choose an Action**

Click the **Copy Expense Lines** button and **Click GO**



VT Travel and Expenses

Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description: Annual Meeting

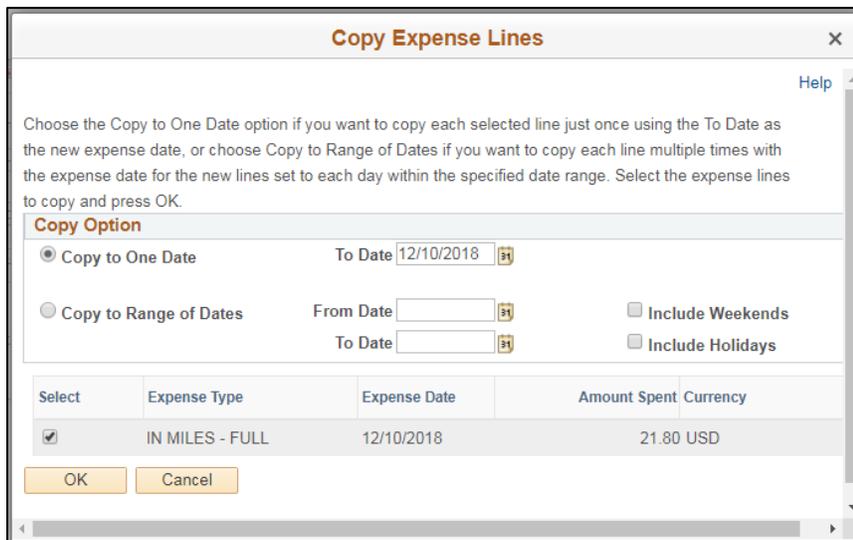
Destination Location: BURLINGTON VT

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

Total: 21.80 USD

The system defaults to Copy to One Date and copies to non-holiday workdays. If you want to copy to a Weekend day or Holiday, you will need to check the corresponding checkbox.



Copy Expense Lines

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date To Date: 12/10/2018

Copy to Range of Dates From Date: To Date: Include Weekends Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input checked="" type="checkbox"/>	IN MILES - FULL	12/10/2018	21.80	USD

OK Cancel

When copying to one date, enter the Date you want to copy to into the **To Date** field next to the Copy one Date field.

Select the Line you wish to Copy and **Click OK**

To Copy to a range of dates, click the **Copy to Range of Dates** option.

Enter the date range you want to copy to into the **From Date** and **To Date** fields and Select the Line you wish to Copy

Click the OK button

X
Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date To Date

Copy to Range of Dates From Date To Date

Include Weekends
 Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input checked="" type="checkbox"/>	IN MILES - FULL	12/10/2018	21.80	USD
<input checked="" type="checkbox"/>	IN MILES - FULL	12/09/2018	21.80	USD

The Create Expense Report page displays with the copied line(s).

Click the Expand Section link to adjust the information for the copied lines.

Modify Expense Report
Save for Later | Summary and Submit

Colin Davidson

*Business Purpose: Meeting Report: 0000532365 Pending Actions: Copy Expense Lines

*Report Description: Annual Meeting Destination Location: BURLINGTON VT

Reference: Attachments:

Expenses Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

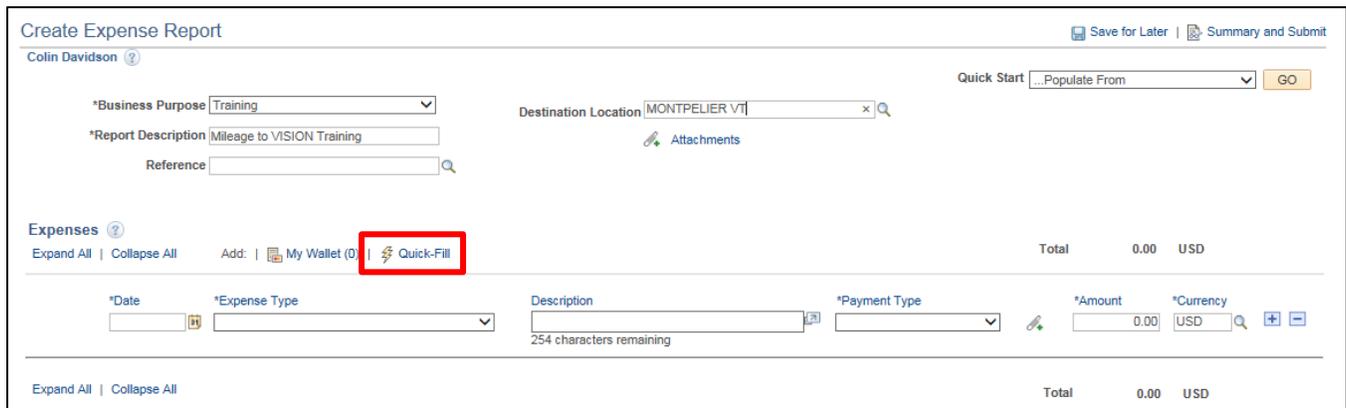
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington <small>234 characters remaining</small>	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier <small>234 characters remaining</small>	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

Create Expense Lines Using Quick-Fill

Situations when this function is used: Another way to save time when creating expense lines is to use Quick-Fill. The functionality enables an employee to add one or multiple lines to an expense report by selecting the appropriate expense type and specifying the date or date range for the expense. You will then enter the remaining information that pertains to each expense type.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

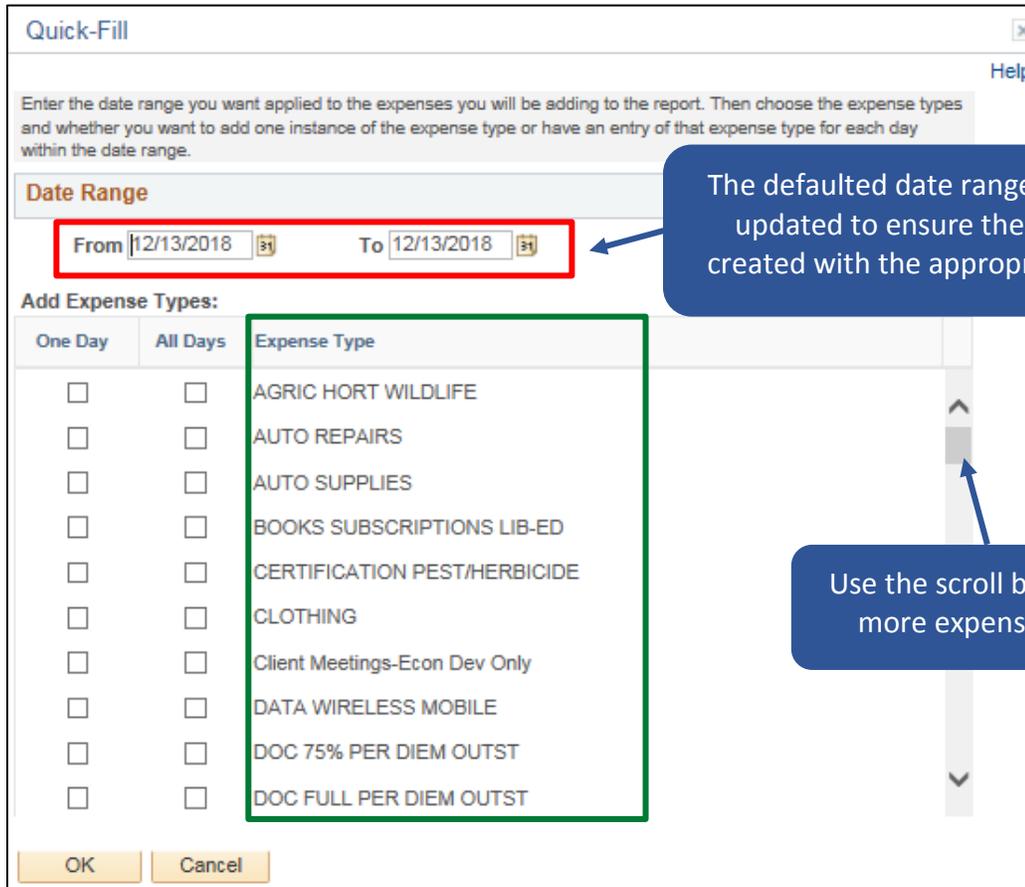
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot shows the 'Create Expense Report' interface for user Colin Davidson. At the top right, there are links for 'Save for Later' and 'Summary and Submit'. Below the user name, there is a 'Quick Start' dropdown menu set to 'Populate From' and a 'GO' button. The main form area includes fields for '*Business Purpose' (Training), '*Report Description' (Mileage to VISION Training), and 'Reference'. A 'Destination Location' field contains 'MONTPELIER VT'. There is an 'Attachments' link. Below these fields is the 'Expenses' section, which has 'Expand All' and 'Collapse All' options. In this section, there are buttons for 'Add: My Wallet (0)' and 'Quick-Fill', with the latter being highlighted by a red box. Below the 'Expenses' section, there are input fields for '*Date', '*Expense Type', 'Description' (with a 254 character limit), '*Payment Type', '*Amount' (0.00), and '*Currency' (USD). At the bottom right of the form, a 'Total' of 0.00 USD is displayed.

Select the **Quick-Fill** link.

The Quick-Fill page displays with a list of the expense types. The From and To dates default to the current date.



Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 12/13/2018 To 12/13/2018

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	AGRIC HORT WILDLIFE
<input type="checkbox"/>	<input type="checkbox"/>	AUTO REPAIRS
<input type="checkbox"/>	<input type="checkbox"/>	AUTO SUPPLIES
<input type="checkbox"/>	<input type="checkbox"/>	BOOKS SUBSCRIPTIONS LIB-ED
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATION PEST/HERBICIDE
<input type="checkbox"/>	<input type="checkbox"/>	CLOTHING
<input type="checkbox"/>	<input type="checkbox"/>	Client Meetings-Econ Dev Only
<input type="checkbox"/>	<input type="checkbox"/>	DATA WIRELESS MOBILE
<input type="checkbox"/>	<input type="checkbox"/>	DOC 75% PER DIEM OUTST
<input type="checkbox"/>	<input type="checkbox"/>	DOC FULL PER DIEM OUTST

OK Cancel

Update the **From** and **To** dates.

Quick-Fill
Help

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From To

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	IN INCIDENTALS
<input type="checkbox"/>	<input type="checkbox"/>	IN LODGING
<input type="checkbox"/>	<input type="checkbox"/>	IN LUNCH
<input type="checkbox"/>	<input type="checkbox"/>	IN MILEAGE ADAPT VAN
<input type="checkbox"/>	<input type="checkbox"/>	IN MILES - FULL
<input type="checkbox"/>	<input type="checkbox"/>	IN MILES REDUCED RATE
<input type="checkbox"/>	<input type="checkbox"/>	IN TRANSPORT OTHER
<input type="checkbox"/>	<input type="checkbox"/>	IN VEHICLE RENTAL
<input type="checkbox"/>	<input type="checkbox"/>	INTERNET ACCESS
<input type="checkbox"/>	<input type="checkbox"/>	ITEMS FOR RESALE

NOTE: A single line for the selected expense type is created using the first day in the date range when the One Day checkbox is selected. If the All Days checkbox is selected, a line is created for each day in the date range.

Click the **Select** checkbox next to the expense type you are adding to the expense report.

Click the **OK** button.

The Create Expense Report – Details page displays. Lines are created for the expense types selected. A single line is created when One Day was selected, and multiple lines are created when All Days was selected.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Actions ...Choose an Action

*Business Purpose: Training | Destination Location: MONTPELIER VT

*Report Description: Mileage to VISION Training | Attachments

Reference:

Expenses Total 0.00 USD

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/26/2018	IN MILES - FULL	254 characters remaining	Employee	0.00	USD
11/27/2018	IN MILES - FULL	254 characters remaining	Employee	0.00	USD
11/28/2018	IN MILES - FULL	254 characters remaining	Employee	0.00	USD

The displayed fields vary depending on the expense type selected. The required fields displayed need to be completed for all added lines.

Enter an explanation of the expense in the **Description** field on the line.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Actions: ...Choose an Action

*Business Purpose: Training
 *Report Description: Mileage to VISION Training
 Reference:

Destination Location: MONTPELIER VT

Expenses Total: 0.00 USD

Expand All | Collapse All | Add:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/26/2018	IN MILES - FULL	Mileage to Training 235 characters remaining	Employee	0.00	USD
*Billing Type: Non-Taxabl *Originating Location: bur <input type="button" value="Look Up"/>		<input checked="" type="checkbox"/> Default Rate *Exchange Rate: 1.00000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount: 0.00 USD <input type="checkbox"/> No Receipt			
*Destination Location: MONTPELIER VT *Miles: <input type="text"/> x 0.5450 <input type="button" value="Accounting Details"/>					
11/27/2018	IN MILES - FULL	<input type="text"/> 254 characters remaining	Employee	0.00	USD
*Billing Type: Non-Taxabl *Originating Location: <input type="text"/> <input type="button" value="Look Up"/>		<input checked="" type="checkbox"/> Default Rate *Exchange Rate: 1.00000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount: 0.00 USD <input type="checkbox"/> No Receipt			
*Destination Location: MONTPELIER VT *Miles: <input type="text"/> x 0.5450 <input type="button" value="Accounting Details"/>					
11/28/2018	IN MILES - FULL	<input type="text"/> 254 characters remaining	Employee	0.00	USD
*Billing Type: Non-Taxabl *Originating Location: <input type="text"/> <input type="button" value="Look Up"/>		<input checked="" type="checkbox"/> Default Rate *Exchange Rate: 1.00000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount: 0.00 USD <input type="checkbox"/> No Receipt			
*Destination Location: MONTPELIER VT *Miles: <input type="text"/> x 0.5450 <input type="button" value="Accounting Details"/>					

Enter a few letters of where you started your trip into the **Originating Location** field.

Click the **Look Up** icon.

The Look Up page displays the locations that match your criteria.

Look Up Help

SetID STATE

Originating Location: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Originating Location	Description
BURKE	BURKE VT
BRLGT	BURLINGTON VT

Select the **Originating Location** link for the appropriate location.

The Create Expense Report - Details page displays the Originating Location selected.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Training
*Report Description: Mileage to VISION Training
Reference:

Destination Location: MONTPELIER VT Attachments

Actions: ...Choose an Action GO

Expenses ?

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

Date	Expense Type	Description	Payment Type	Amount	Currency
11/26/2018	IN MILES - FULL	Mileage to Training 235 characters remaining	Employee	0.00	USD
Expense Details:					
*Billing Type: Non-Taxabl		*Originating Location: BURLINGTON VT	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000	
*Destination Location: MONTPELIER VT		*Miles: <input type="text"/> x 0.5450	<input type="checkbox"/> Non-Reimbursable	Base Currency Amount: 0.00	USD
			<input type="checkbox"/> No Receipt		
Accounting Details ?					
11/27/2018	IN MILES - FULL		Employee	0.00	USD
Expense Details:					
*Billing Type: Non-Taxabl		*Originating Location:	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000	
*Destination Location: MONTPELIER VT		*Miles: <input type="text"/> x 0.5450	<input type="checkbox"/> Non-Reimbursable	Base Currency Amount: 0.00	USD
			<input type="checkbox"/> No Receipt		
Accounting Details ?					
11/28/2018	IN MILES - FULL		Employee	0.00	USD
Expense Details:					
*Billing Type: Non-Taxabl		*Originating Location:	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000	
*Destination Location: MONTPELIER VT		*Miles: <input type="text"/> x 0.5450	<input type="checkbox"/> Non-Reimbursable	Base Currency Amount: 0.00	USD
			<input type="checkbox"/> No Receipt		
Accounting Details ?					

Enter the total **Miles** for the day.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson [?](#)

*Business Purpose:

*Report Description:

Reference:

Destination Location:

[Attachments](#)

Actions: [GO](#)

Expenses [?](#)

Expand All | Collapse All Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

Total 38.15 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
11/26/2018 ?	IN MILES - FULL	Mileage to Training <small>235 characters remaining</small>	Employee	38.15	USD	+ -
<p>*Billing Type: <input type="text" value="Non-Taxabl"/></p> <p>*Originating Location: <input type="text" value="BURLINGTON VT"/></p> <p>*Destination Location: <input type="text" value="MONTPELIER VT"/></p> <p>*Miles: <input type="text" value="70"/> x 0.5450</p> <p>Accounting Details ?</p>		<p><input checked="" type="checkbox"/> Default Rate *Exchange Rate: <input type="text" value="1.00000000"/> ?</p> <p><input type="checkbox"/> Non-Reimbursable Base Currency Amount: 38.15 USD</p> <p><input type="checkbox"/> No Receipt</p>				
11/27/2018 ?	IN MILES - FULL	<input type="text"/> <small>254 characters remaining</small>	Employee	0.00	USD	+ -
<p>*Billing Type: <input type="text" value="Non-Taxabl"/></p> <p>*Originating Location: <input type="text"/></p> <p>*Destination Location: <input type="text" value="MONTPELIER VT"/></p> <p>*Miles: <input type="text"/> x 0.5450</p> <p>Accounting Details ?</p>		<p><input checked="" type="checkbox"/> Default Rate *Exchange Rate: <input type="text" value="1.00000000"/> ?</p> <p><input type="checkbox"/> Non-Reimbursable Base Currency Amount: 0.00 USD</p> <p><input type="checkbox"/> No Receipt</p>				
11/28/2018 ?	IN MILES - FULL	<input type="text"/> <small>254 characters remaining</small>	Employee	0.00	USD	+ -
<p>*Billing Type: <input type="text" value="Non-Taxabl"/></p> <p>*Originating Location: <input type="text"/></p> <p>*Destination Location: <input type="text" value="MONTPELIER VT"/></p> <p>*Miles: <input type="text"/> x 0.5450</p> <p>Accounting Details ?</p>		<p><input checked="" type="checkbox"/> Default Rate *Exchange Rate: <input type="text" value="1.00000000"/> ?</p> <p><input type="checkbox"/> Non-Reimbursable Base Currency Amount: 0.00 USD</p> <p><input type="checkbox"/> No Receipt</p>				

The Amount automatically populates.

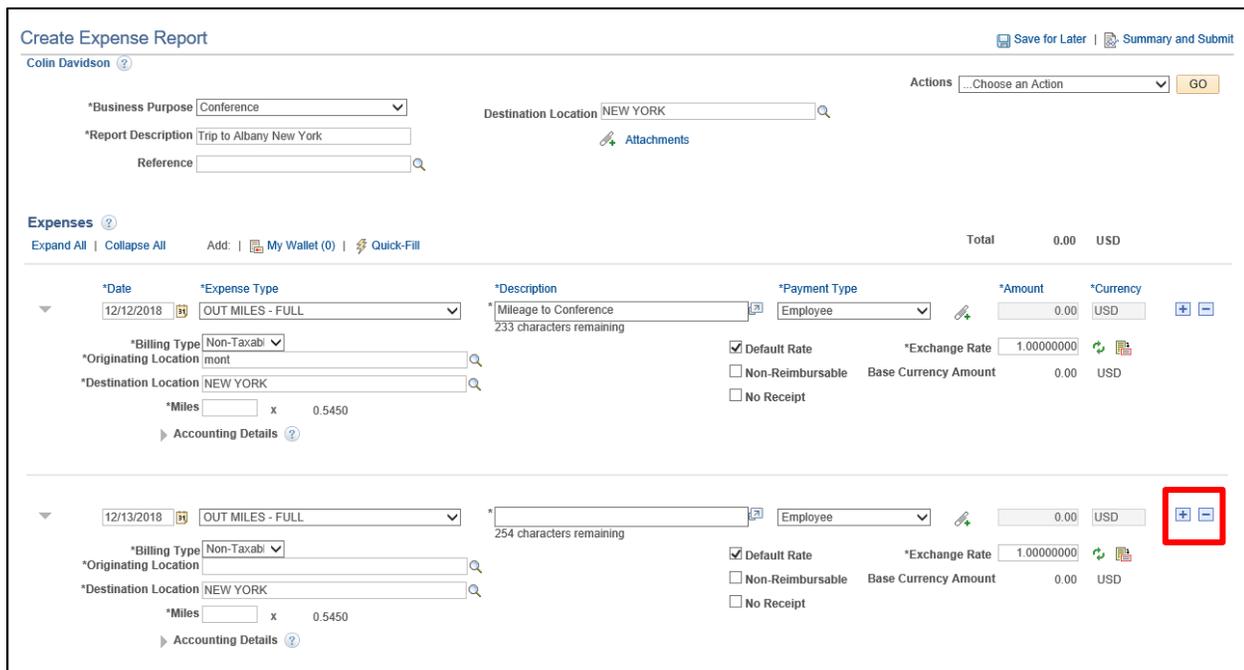
Enter the required fields for any additional lines added using Quick-Fill.

Delete Expense Lines for an Expense Report

Situations when this function is used: You need to delete any expense report lines that were previously added. Lines can be deleted when creating a new expense report or when modifying an existing expense report.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot displays the 'Create Expense Report' interface. At the top, there are fields for 'Business Purpose' (Conference), 'Report Description' (Trip to Albany New York), and 'Destination Location' (NEW YORK). Below this is the 'Expenses' section, which contains a table of expense lines. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. Two expense lines are visible. The first line is dated 12/12/2018 and is for 'OUT MILES - FULL' with a description of 'Mileage to Conference'. The second line is dated 12/13/2018 and is also for 'OUT MILES - FULL'. A red box highlights the 'Delete' icon (a square with a minus sign) next to the second line's amount field.

Click the **Delete**  icon for the expense line you want to delete.

The Create Expense Report – Delete Confirmation page displays.

Save Confirmation ×

[Help](#)

Create Expense Report

Delete Confirmation

Report ID NEXT

You have selected an expense lines to delete. Any credit card, enhanced data, expense lines associated with this line will be deleted as well. To continue and delete the expense lines, press OK; otherwise, press Cancel.

Do not show this confirmation again

OK
Cancel

Click the **OK** button.

The Create Expense Report – Details page displays, and line will no longer exist on the expense report.

Create Expense Report

Colin Davidson [?](#)

[Save for Later](#) | [Summary and Submit](#)

*Business Purpose Conference ▼ Destination Location NEW YORK 🔍

*Report Description Trip to Albany New York [Attachments](#)

Reference _____ 🔍

Actions Choose an Action ▼ GO

Expenses [?](#)

[Expand All](#) | [Collapse All](#) Add: My Wallet (0) | [Quick-Fill](#)

Total 92.65 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/12/2018 📅	OUT MILES - FULL ▼	Mileage to Conference <small>233 characters remaining</small>	Employee ▼	92.65	USD

*Billing Type Non-Taxabl ▼ Default Rate *Exchange Rate 1.00000000 🔄

*Originating Location MONTPELIER VT 🔍 Non-Reimbursable Base Currency Amount 92.65 USD

*Destination Location NEW YORK 🔍 No Receipt

*Miles 170 x 0.5450

[Accounting Details](#) [?](#)

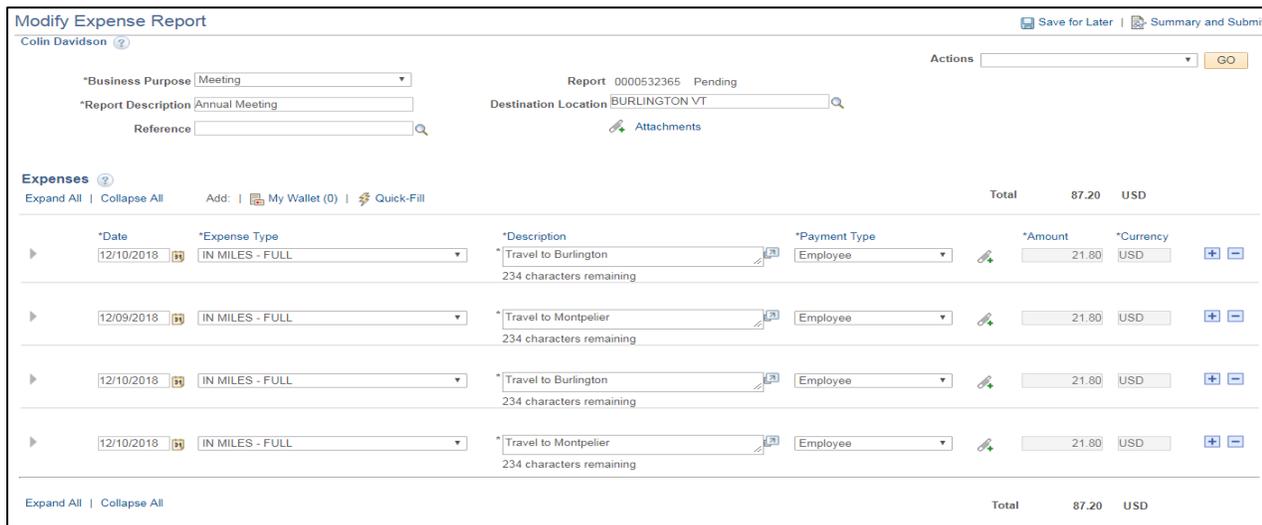
Add an expense line to an Expense Report

Situations when this function is used: This functionality enables an employee to add additional expense lines to an expense report.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the  button next to **Add a New Expense line.**



Modify Expense Report Save for Later | Summary and Submit

Colin Davidson Actions [dropdown] GO

*Business Purpose: Meeting Report: 0000532365 Pending

*Report Description: Annual Meeting Destination Location: BURLINGTON VT

Reference: [input] Attachments: [icon]

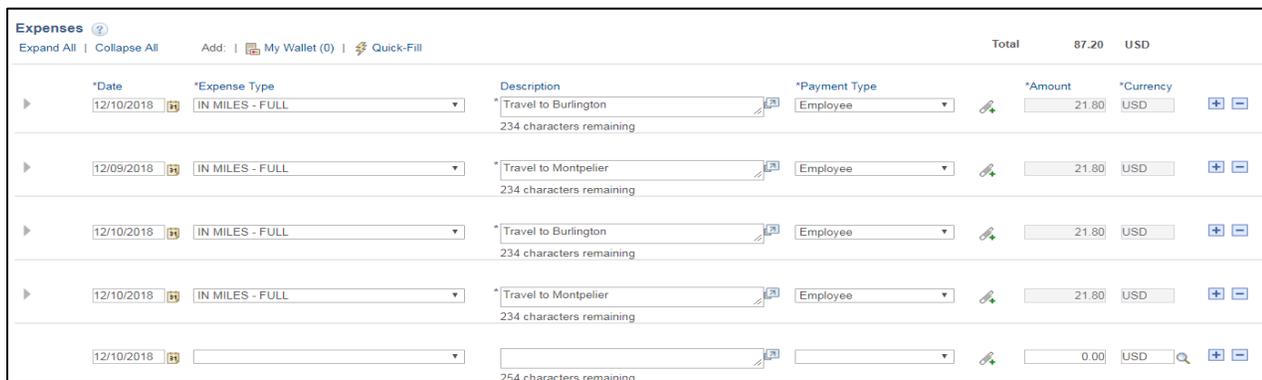
Expenses Total: 87.20 USD

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD

Expand All | Collapse All Total: 87.20 USD

The inserted line displays. Click drop-down on the new line to choose from the **Expense Type** list.



Expenses Total: 87.20 USD

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	[dropdown]	[input] 254 characters remaining	[dropdown]	0.00	USD

In this training, we will add Office Supplies. To find Supply expense types, Click the **Down Arrow** button of the scrollbar.

Click the **SUPPLIES - OFFICE** list item.

Modify Expense Report Save for Later | Summary and Submit

Colin Davidson Report: 0000532365 Pending

*Business Purpose: Meeting Destination Location: BURLINGTON VT

*Report Description: Annual Meeting Attachments

Reference:

Expenses Total: 87.20 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT LUNCH	Travel to Burlington	Employee	21.80	USD
12/09/2018	OUT MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	OUT MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	SUPPLIES - OFFICE	Travel to Montpelier	Employee	21.80	USD
12/10/2018				0.00	USD

Total: 87.20 USD

Enter the Expense date or select date using the calendar. To use the calendar, click the **Choose a date Calendar**  **Icon** button. **Click the desired date.**

Expenses Total: 87.20 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018				0.00	USD

Calendar

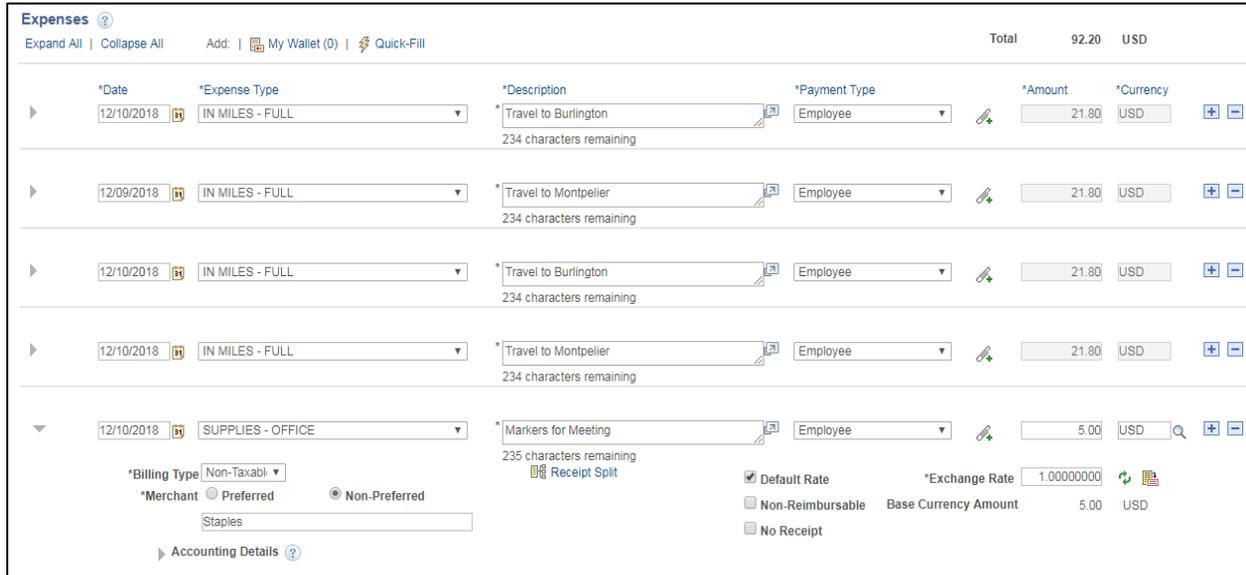
December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Current Date

Enter a description of what supplies were purchased into the **Description** field.

Enter the amount spent into the **Amount Spent** field.



*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	SUPPLIES - OFFICE	Markers for Meeting 235 characters remaining Receipt Split	Employee	5.00	USD

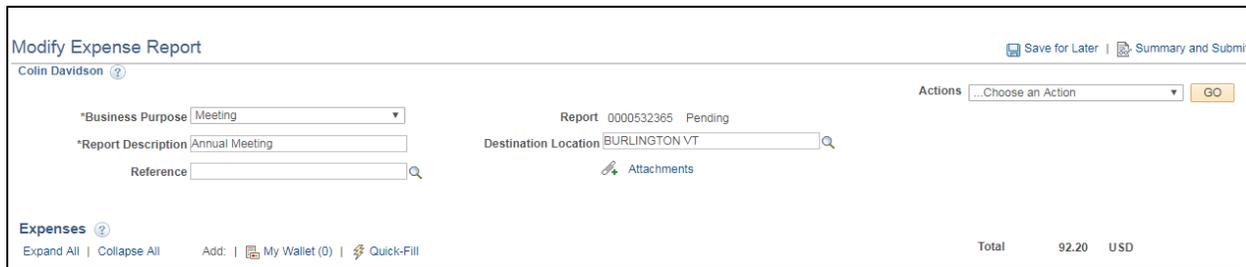
*Billing Type: Non-Taxable
 *Merchant: Preferred Non-Preferred
 Merchant: Staples
 Default Rate Non-Reimbursable No Receipt
 *Exchange Rate: 1.00000000
 Base Currency Amount: 5.00 USD

Enter the supplier the supplies were purchased from into the field below ***Merchant** field.

Non-Preferred defaults as checked

Note: The State of Vermont doesn't list Preferred Merchants.

Click the **Save for Later** link or the **Summary and Submit** link if your report is complete.



Modify Expense Report Save for Later | Summary and Submit
 Colin Davidson
 *Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:
 Report: 0000532365 Pending
 Destination Location: BURLINGTON VT
 Attachments

Expenses Total 92.20 USD

Add an expense line with expense type amount limits exceeded

Situations when this function is used: Certain expense types, such as breakfast, lunch or dinner, have amount limits. If dollar limit is exceeded, you will need to enter exception comments.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the button next to **Add a New Expense line**

Modify Expense Report Save for Later Summary and Submit

Colin Davidson ? Report 0000532365 Pending Actions GO

*Business Purpose Meeting Report Description Annual Meeting Destination Location BURLINGTON VT Attachments

Reference ?

Expenses ? Expand All Collapse All Add: My Wallet (0) Quick-Fill Total 87.20 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD

Expand All Collapse All Total 87.20 USD

The inserted line displays. Click drop-down on the new line to choose from the **Expense Type** list.

Expenses ? Expand All Collapse All Add: My Wallet (0) Quick-Fill Total 87.20 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018		 254 characters remaining		0.00	USD

In this training, we will add IN DINNER. To find in state expense types, Click the **Down Arrow** button of the scrollbar.

Click the **IN DINNER** list item.

Modify Expense Report Save for Later | Summary and Submit

Colin Davidson Report 0000532365 Pending

*Business Purpose: Meeting Destination Location: BURLINGTON VT

*Report Description: Annual Meeting Reference: [Search]

Expenses Total 137.20 USD

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	DOC 75% PER DIEM OUTST DOC FULL PER DIEM OUTST Diesel-Vehicles & HighwayEquip Econ Dev - Client Meal FOOD - GROUP MTG	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	Family Preservation Family Preservation Support Finger Prints & Background Cks Foster Parent Damage Claim Foster Parent Food	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	Foster Parent Recruitment Foster Parent Reward-Recognitn Foster Parent Support Misc Foster Parent Training GASOLINE	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN AIR TRANSP IN BREAKFAST IN COMMUTER MILE IN CONF/TRAIN REGIST	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN DINNER IN DINNER	Koto's Steakhouse 237 characters remaining	Employee	50.00	USD

*Billing Type: Non-Taxabl | *Originating Location: BURLINGTON VT | *Location: BURLINGTON VT

*Exchange Rate: 1.000000000 | Base Currency Amount: 50.00 USD

Default Rate | Non-Reimbursable | No Receipt

Total 137.20 USD

Enter the Expense Date

Note: You can enter the Expense date or select date using the calendar.

To use the calendar, Click the **Choose a date Calendar**  Icon button.

Click the desired date.

Expenses Total 87.20 USD

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	[Empty] 254 characters remaining	Employee	0.00	USD

Calendar

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Current Date

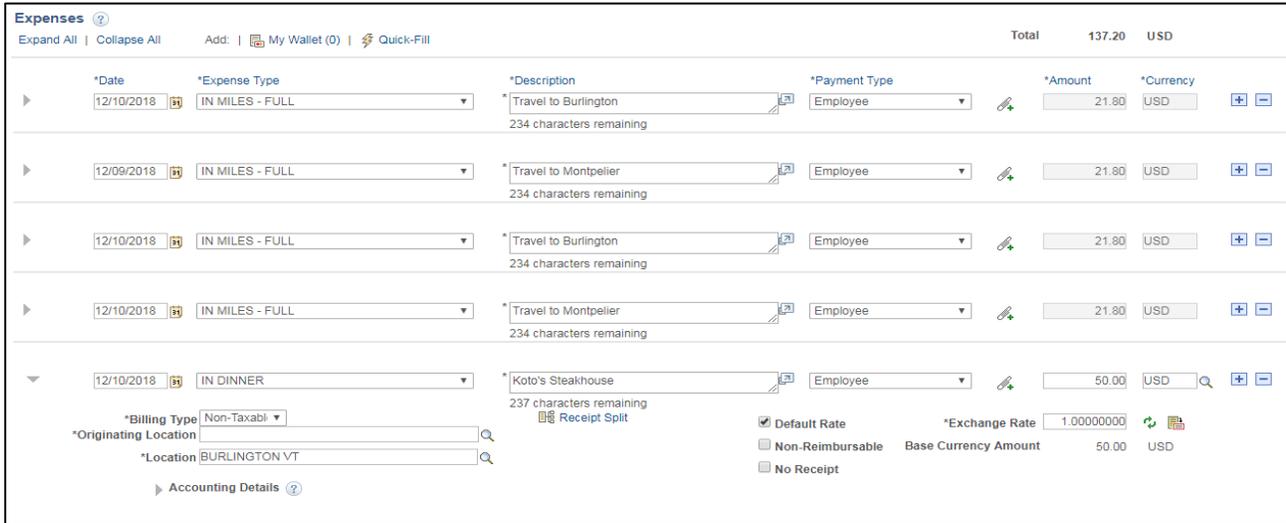
*Billing: | *Merc: | *Exchange Rate: 1.000000000 | Base Currency Amount: 0.00 USD

Default Rate | Non-Reimbursable | No Receipt

Enter a description of what/where the purchase was into the **Description** field.

Enter the amount spent into the **Amount** field.

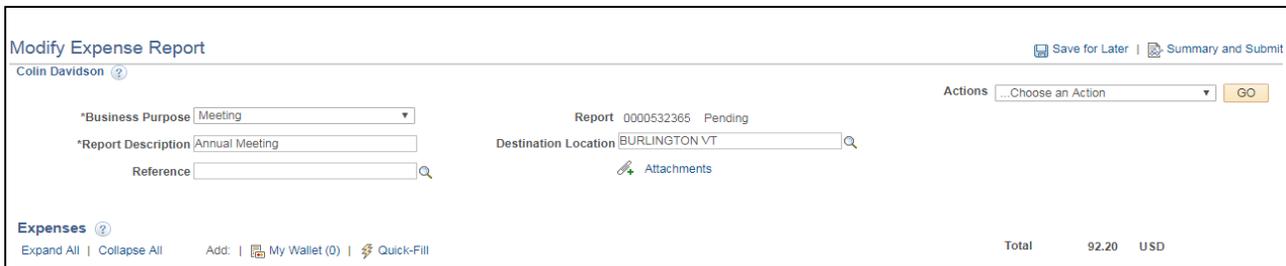
Enter the Location of the dinner in the ***Location** field.



*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN DINNER	Koto's Steakhouse	Employee	50.00	USD

Total: 137.20 USD

Click the **Save for Later** link or the **Summary and Submit** link. The Modify Expense Report page displays, and the Report ID is assigned.



Modify Expense Report

Colin Davidson

Business Purpose: Meeting

Report Description: Annual Meeting

Destination Location: BURLINGTON VT

Report: 0000532365 Pending

Actions: ...Choose an Action **GO**

Expenses

Total: 92.20 USD

You receive a **“Missing or Invalid Information was found”** Flag.



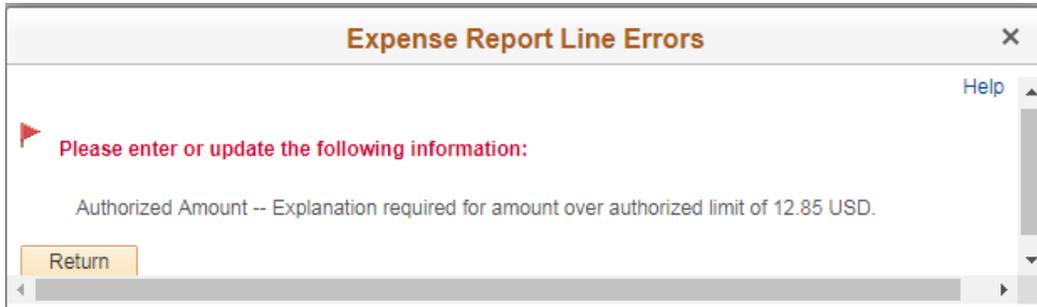
12/10/2018 | IN DINNER | Koto's Steakhouse | Employee | 50.00 | USD

*Location: BURLINGTON VT

NOTE: The error will also display when you submit the expense report. The expense report can be saved but cannot be submitted until the error is resolved or an exception comment is added.

Click the icon to view further detail

- **The Expense Report Line Errors** window appears letting you know that you have exceeded the allowed limit for this expense type.

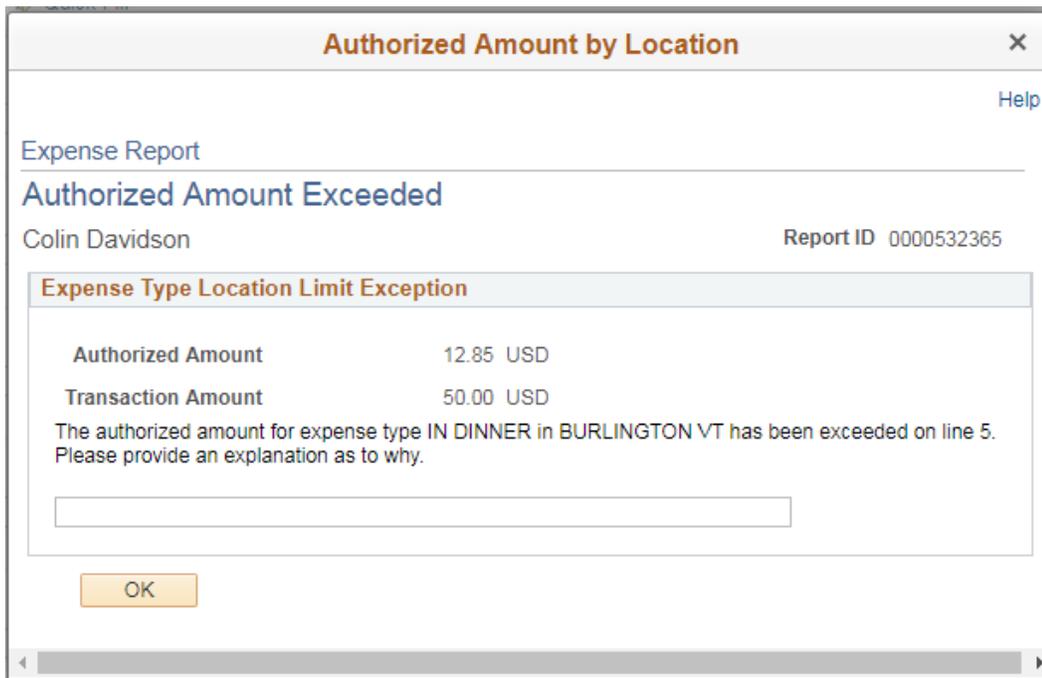


Click Return

Click on the Location Amount Exceeded comment icon.

- **The Authorized Amount by Location** window appears. An Error is listed letting you know the Expense type on line 5 was exceeded

Enter an Explanation as to why you exceeded the amount



Click OK.

Important Note: You MUST attach a receipt even though the system will not warn you that you need one!

Click **Save for Later** or **Summary and Submit**.

The previous errors are gone.

Modify Expense Report Save for Later | Summary and Submit

Coin Davidson Report 0000532365 Pending

*Business Purpose Destination Location

*Report Description Attachments

Reference

Actions

Expenses Total 137.20 USD

Expand All | Collapse All Add:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
<input type="text" value="12/10/2018"/>	<input type="text" value="IN MILES - FULL"/>	Travel to Burlington <small>234 characters remaining</small>	<input type="text" value="Employee"/>	21.80	USD
<input type="text" value="12/09/2018"/>	<input type="text" value="IN MILES - FULL"/>	Travel to Montpelier <small>234 characters remaining</small>	<input type="text" value="Employee"/>	21.80	USD
<input type="text" value="12/10/2018"/>	<input type="text" value="IN MILES - FULL"/>	Travel to Burlington <small>234 characters remaining</small>	<input type="text" value="Employee"/>	21.80	USD
<input type="text" value="12/10/2018"/>	<input type="text" value="IN MILES - FULL"/>	Travel to Montpelier <small>234 characters remaining</small>	<input type="text" value="Employee"/>	21.80	USD
<input type="text" value="12/10/2018"/>	<input type="text" value="IN DINNER"/>	Koto's Steakhouse <small>237 characters remaining</small>	<input type="text" value="Employee"/>	50.00	USD

*Billing Type *Exchange Rate

*Originating Location Base Currency Amount 50.00 USD

*Location

Default Rate
 Non-Reimbursable
 No Receipt

Receipt Split

Accounting Details

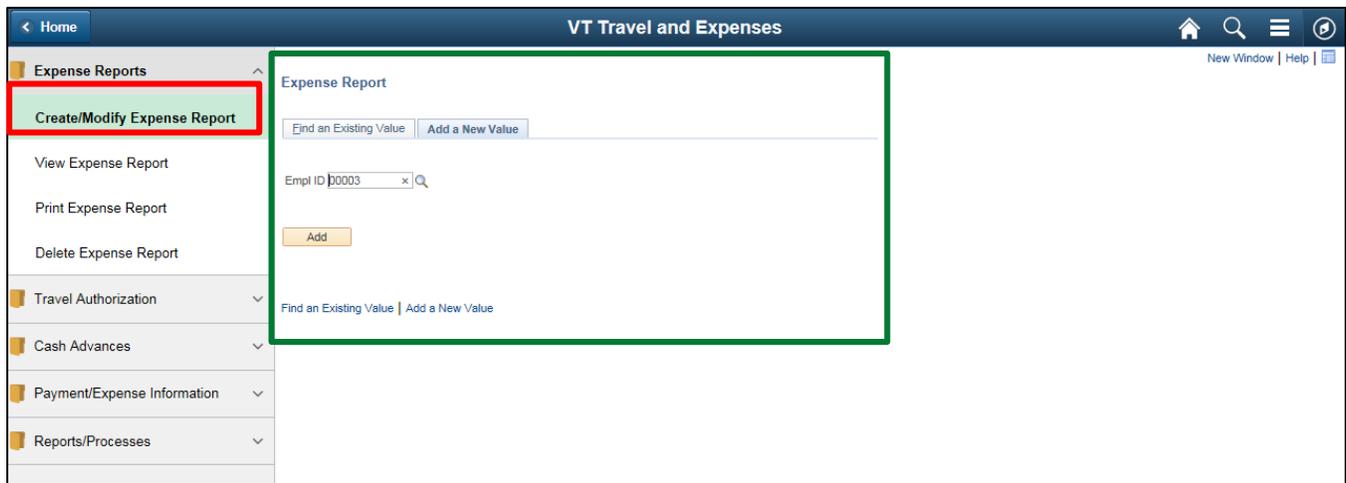
Change Default Accounting for an Expense Report

Situations when this function is used: You have split funding, or your accounting information is going to be different than your default accounting.

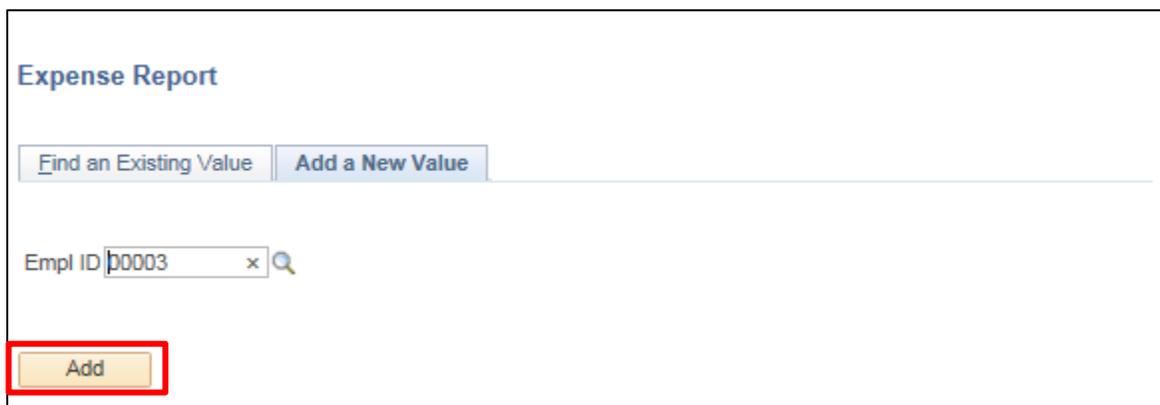
NOTE: It is recommended that you change the default accounting prior to adding expense lines. Changes to the default accounting will automatically default onto existing lines as long as the ChartField information was not manually updated in the Accounting Details section. The manual updates are retained.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.



Click the **Add** button.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Actions: Default Accounting For Report

*Business Purpose: Conference | Destination Location: FLORIDA

*Report Description: Trip to Florida Conference

Expenses Total: 0.00 USD

*Date | *Expense Type | Description (254 characters remaining) | *Payment Type | *Amount: 0.00 | *Currency: USD

Select **Default Accounting For Report** from the Actions drop-down box.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Actions: Default Accounting For Report

*Business Purpose: Conference | Destination Location: FLORIDA

*Report Description: Trip to Florida Conference

Expenses Total: 0.00 USD

*Date | *Expense Type | Description (254 characters remaining) | *Payment Type | *Amount: 0.00 | *Currency: USD

Click the **GO** button.

The Create Expense Report – Accounting Defaults page displays. The ChartField values default from the User Defaults page on the employee’s profile.

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary Set Personalizations | Find | First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100	20105	810000200	59290	Z0017	ZMVT 00

Make any necessary changes to the ChartFields. The Account defaults from the expense type and cannot be changed. **NOTE:** The GL unit should never be changed.

To add a ChartField line, click the **Add ChartField Line** button.

Create Expense Report

Accounting Defaults Report ID NEXT

Accounting Summary Set Personalizations | Find |  |  First 1-2 of 2 Last

%	*GL Unit	Fund	Dept	Program	Class	
100.00	08100 	20105 	8100002000 	59290 	Z0017 	
0.00	08100 	20105 	8100002000 	59290 	Z0017 	

Add ChartField Line
Load Defaults
User Defaults

OK

Update the Percentage and ChartFields for each line.

Create Expense Report

Accounting Defaults Report ID NEXT

Accounting Summary Set Personalizations | Find |  |  First 1-2 of 2 Last

%	*GL Unit	Fund	Dept	Program	Class	
50.00	08100 	20105 	8100002000 	59290 	Z0017 	
50.00	08100 	20105 	8100002200 	59290 	Z0017 	

Add ChartField Line
Load Defaults
User Defaults

OK

Click the **OK** button to return to the Create Expense Report – Details page.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Actions: Default Accounting For Report

*Business Purpose: Conference
*Report Description: Trip to Florida Conference
Destination Location: FLORIDA
Reference:

Expenses Total: 0.00 USD

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

Expand All | Collapse All Total: 0.00 USD

Enter the **Date** of the expense.

Create Expense Report New window | Help | Personal | Save for Later | Summary and Submit

Colin Davidson Actions: Default Accounting For Report

*Business Purpose: Conference
*Report Description: Trip to Florida Conference
Destination Location: FLORIDA
Reference:

Expenses Total: 0.00 USD

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/12/2018	Foster Parent Food	<input type="text"/>	<input type="text"/>	0.00	USD

Expand All | Collapse All Total: 0.00 USD

Click the **Expense Type** drop-down list and select the appropriate expense type from the list.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Actions: ...Choose an Action

*Business Purpose: Conference
 *Report Description: Trip to Florida Conference
 Destination Location: FLORIDA
 Reference:

Expenses Total: 0.00 USD

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date: 12/12/2018 | *Expense Type: OUT LODGING | Description: 254 characters remaining | *Payment Type: Employee | *Amount: 0.00 | *Currency: USD

*Billing Type: Non-Taxable
 *Originating Location:
 *Location: FLORIDA
 *Merchant: Preferred Non-Preferred

Default Rate | *Exchange Rate: 1.00000000
 Non-Reimbursable | Base Currency Amount: 0.00 USD
 No Receipt

Accounting Details Receipt Split

Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The Accounting Details section expands and the ChartFields defined on the Accounting Defaults page display for the line.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson Actions: Default Accounting For Report

*Business Purpose: Conference
 *Report Description: Trip to Florida Conference
 Destination Location: FLORIDA
 Reference:

Expenses Total: 0.00 USD

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date: 12/12/2018 | *Expense Type: OUT LODGING | Description: 254 characters remaining | *Payment Type: Employee | *Amount: 0.00 | *Currency: USD

*Billing Type: Non-Taxable
 *Originating Location:
 *Location: FLORIDA
 *Merchant: Preferred Non-Preferred

Accounting Details Receipt Split

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project		
<input type="text"/>	08100	<input type="text"/>	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000-	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	08100	<input type="text"/>	USD	1.00000000	20105	8100002200	59290	Z0017	ZMVT 000-	<input type="button" value="+"/>	<input type="button" value="-"/>

Remember, you can update the ChartFields after the expense line is added as long as the ChartField values were not updated in the Accounting Details section. Select the Default Accounting For Report option from the Actions drop-down and click the GO button to change the defaults.

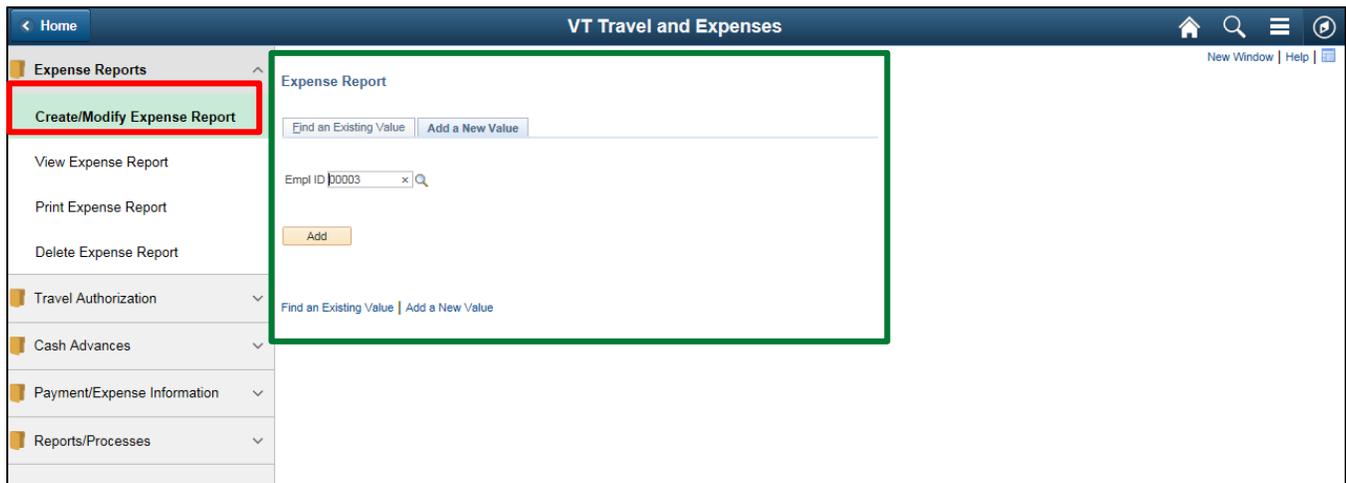
Copy an Expense Report / Start from Existing Report

Situations when this function is used: Starting a report from an existing report will copy forward the information from a prior report. This can save time when entering expenses.

Reminder: If a Travel Authorization was created for the trip, the report must be started from the Travel Authorization.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.



Click the **Add** button.

NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder.

An approved travel authorization exists. If applicable to this expense report, please choose the Quick Start Populate From "A Travel Authorization" and select the appropriate travel authorization.

OK

Reminder: If a travel authorization was created for the trip, the report must be started from the travel authorization. Click the **OK** button and follow the instructions in the Start Expense Report from a Travel Authorization section.

If there is no travel authorization for the trip continue to the Create Expense Report – Details page.

Create Expense Report Save for Later | Summary and Submit

Colin Davidson ?

*Business Purpose ▼ Destination Location 🔍

*Report Description 📎 Attachments

Reference 🔍

Quick Start An Existing Report ▼ GO

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/> 254 characters remaining	<input type="text"/>	0.00	USD

Expand All | Collapse All Total 0.00 USD

Select **An Existing Report** from the Quick Start drop-down list.

Click the **GO** button.

The Copy from Existing Expense Report page displays a list of expense reports for the employee for the specified date range.

Copy from Existing Expense Report
Help

From Date To Search

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
<input type="button" value="Select"/>	0000532371	Annual Meeting	Meeting	Pending	12/12/2018
<input type="button" value="Select"/>	0000532370	Annual Meeting	Meeting	Submitted for Approval	12/12/2018
<input type="button" value="Select"/>	0000532369	test	Emergency Response	Pending	12/12/2018
<input type="button" value="Select"/>	0000532368	Annual Meeting	Meeting	Submitted for Approval	12/11/2018
<input type="button" value="Select"/>	0000532366	Work Boots	General Expenses	Pending	12/10/2018
<input type="button" value="Select"/>	0000532365	Annual Meeting	Meeting	Pending	12/10/2018
<input type="button" value="Select"/>	0000532364	Annual Meeting	Meeting	Pending	12/10/2018
<input style="border: 2px solid red;" type="button" value="Select"/>	0000532363	Travel for VISION training	Training	Pending	12/06/2018

NOTE: If you don't see the report you are looking for, it might be necessary to adjust the date range to include the report.

Click **Select** button for the expense report you wish to use for the expense report.

The Create Expense Report – Details page displays. The information from the copied report will have carried forward.

Colin Davidson

*Business Purpose
 Destination Location

*Report Description
 Reference

Expenses

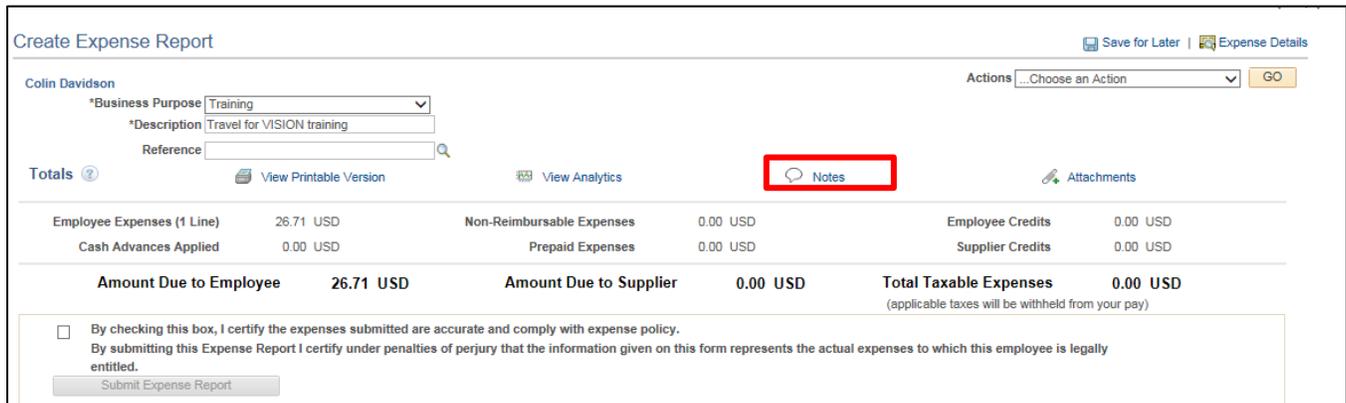
Expand All | Collapse All Add: | Total: 26.71 USD

*Date 12/03/2018	*Expense Type IN MILES - FULL	*Description Travel to Montpelier for VISION training 214 characters remaining	*Payment Type Employee	*Amount 26.71	*Currency USD
*Billing Type Non-Taxabl		*Originating Location WOLCOTT VT		*Exchange Rate 1.00000000	
*Destination Location MONTPELIER VT		*Miles 49 x 0.5450		<input checked="" type="checkbox"/> Default Rate Base Currency Amount: 26.71 USD <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	

Make the necessary changes to reflect the current expenses and attach any required receipts.

Click the **Summary and Submit** link.

The Create Expense Report – Submit page displays.



Colin Davidson

*Business Purpose: Training
*Description: Travel for VISION training
Reference: [Search]

Totals: View Printable Version | View Analytics | **Notes** | Attachments

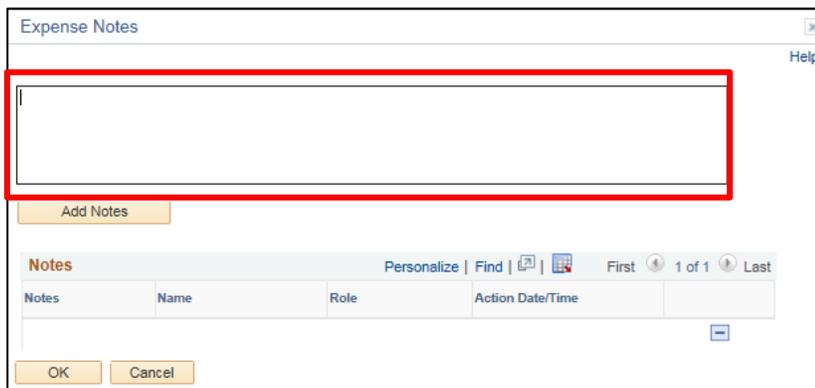
Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Notes** link.

The Expense Notes page displays.



Expense Notes

Help

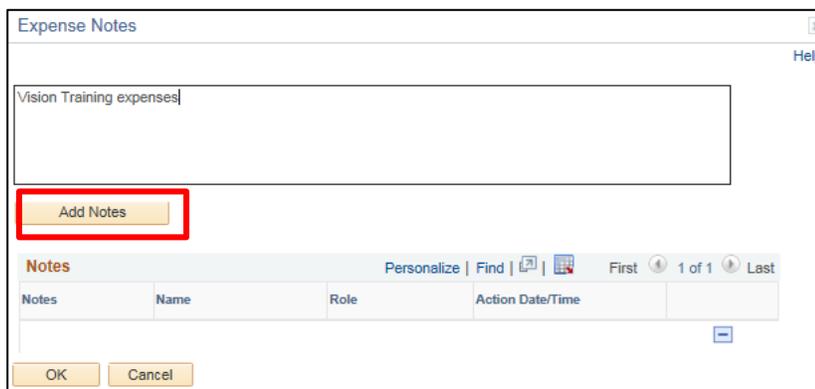
Add Notes

Notes

Notes	Name	Role	Action Date/Time
-------	------	------	------------------

OK Cancel

Enter **Comments**.



Expense Notes

Help

Vision Training expenses

Add Notes

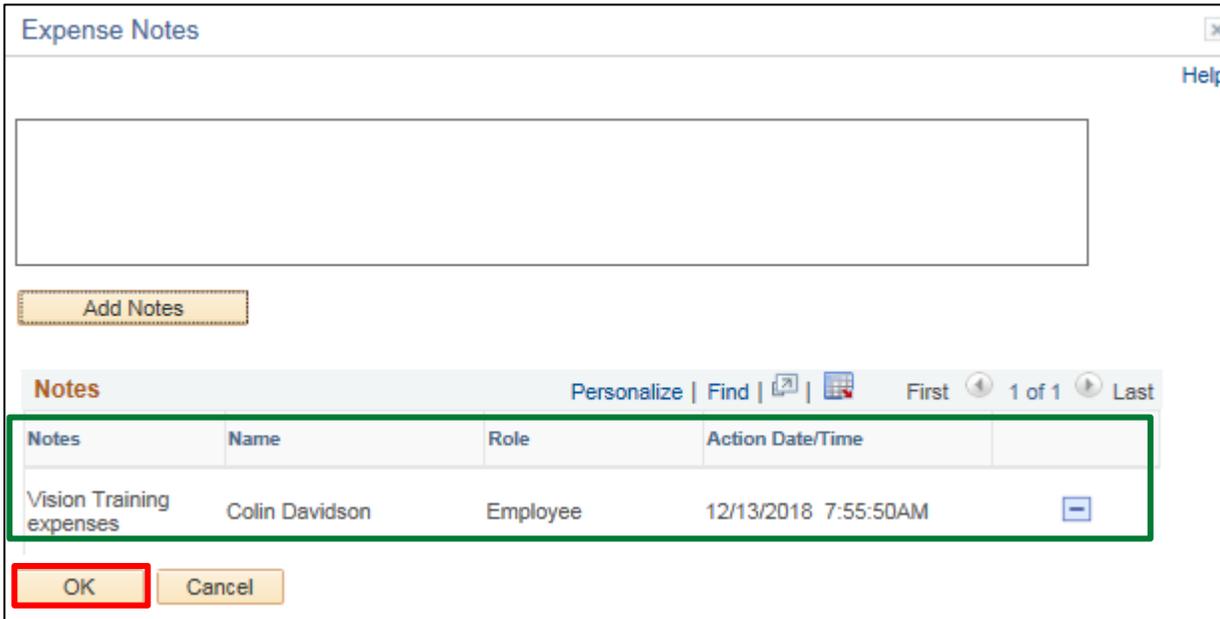
Notes

Notes	Name	Role	Action Date/Time
-------	------	------	------------------

OK Cancel

Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

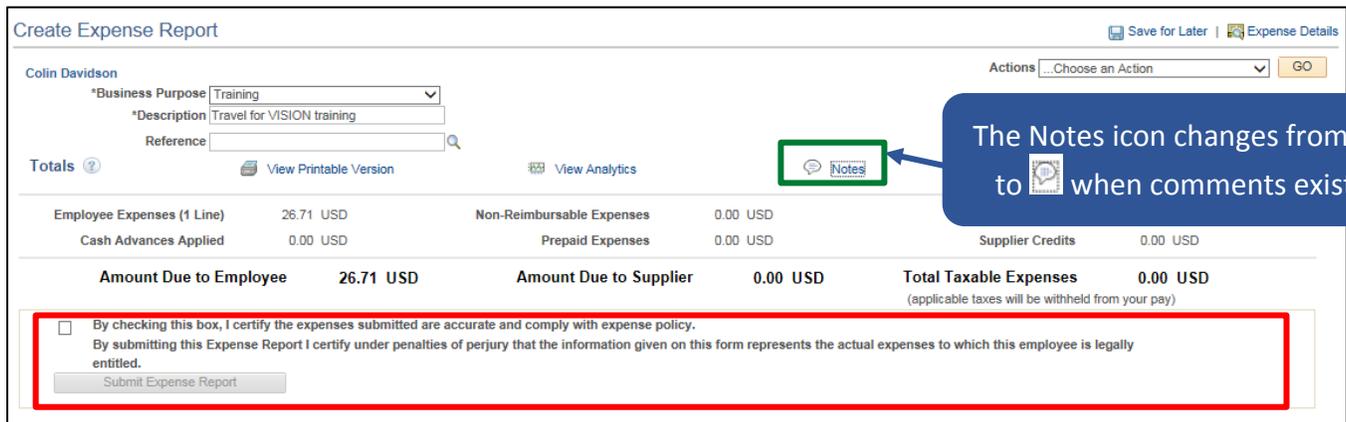


The dialog box titled "Expense Notes" contains a large empty text area for adding notes. Below it is an "Add Notes" button. A table below shows a list of notes with columns for Notes, Name, Role, and Action Date/Time. The first row contains "Vision Training expenses", "Colin Davidson", "Employee", and "12/13/2018 7:55:50AM". At the bottom are "OK" and "Cancel" buttons.

Notes	Name	Role	Action Date/Time
Vision Training expenses	Colin Davidson	Employee	12/13/2018 7:55:50AM

Click the **OK** button.

The Create Expense Report – Submit page displays.



The "Create Expense Report" page shows a summary of expenses for Colin Davidson. It includes fields for Business Purpose (Training), Description (Travel for VISION training), and Reference. A "Notes" icon is highlighted with a green box and a callout bubble stating: "The Notes icon changes from [document icon] to [speech bubble icon] when comments exist." The summary table shows:

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Supplier Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD		
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

At the bottom, a certification message is highlighted with a red box:

By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Review the certification message and then select the **Certification** checkbox.

Create Expense Report Save for Later | Expense Details

Colin Davidson Actions ...Choose an Action GO

*Business Purpose: Training
 *Description: Travel for VISION training
 Reference:

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Submit Expense Report** button.

The Create Expense Report – Submit Confirmation page displays.

Expense Report Submit Confirm Help

Create Expense Report
 Submit Confirmation

Colin Davidson

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

OK Cancel

Click the **OK** button.

The View Expense Report - Submit page displays with the message 'Your expense report (ER ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.

View Expense Report Expense Details

Colin Davidson Actions: Choose an Action

Your expense report 0000532372 has been submitted for approval.

Business Purpose: Training **Report 0000532372 Submission in Process**

Description: Travel for VISION training Created: 12/13/2018 Colin Davidson

Reference Last Updated: 12/13/2018 Colin Davidson

Post State: Not Applied Notes

Totals

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Click the **Refresh Approval Status** button.

The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

View Expense Report Expense Details

Colin Davidson Actions: Choose an Action

Business Purpose: Training **Report 0000532372 Submitted for Approval**

Description: Travel for VISION training Created: 12/13/2018 Colin Davidson

Reference Last Updated: 12/13/2018 Colin Davidson

Post State: Not Applied Notes

Totals

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submitted On: 12/13/2018 Submitted By: Colin Davidson

Approval History

Submitted Colin Davidson → EX Module Supervisor Ava Grace → Expense Coordinator (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/13/2018 7:59:01AM

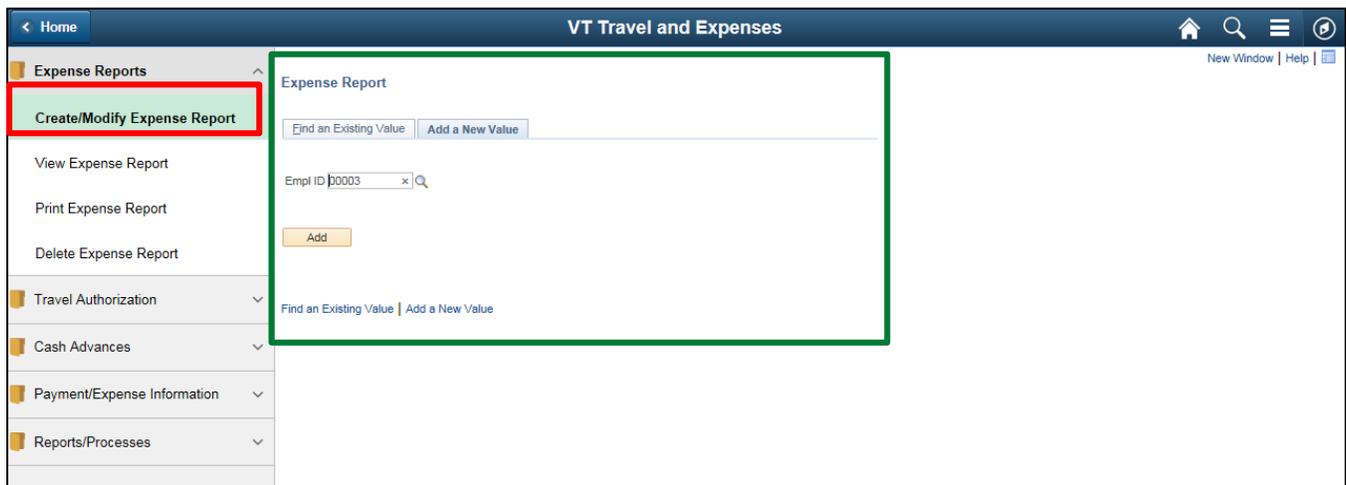
Reminder: You can select the Withdraw Expense Report button to remove the transaction from the approver's worklist if you need to make changes to a submitted expense report.

Start Expense Report from a Travel Authorization

Situations when this function is used: When a Travel Authorization was created for a trip, the report must be started from the Travel Authorization.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.



Click the **Add** button.

NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder.



Click the **OK** button.

The Create Expense Report – Details page displays

A screenshot of the "Create Expense Report" details page. At the top right, there are links for "Save for Later" and "Summary and Submit". Below the user name "Colin Davidson", there are input fields for "Business Purpose", "Report Description", and "Reference". To the right is a "Destination Location" field with a search icon and an "Attachments" link. A "Quick Start" dropdown menu is set to "A Travel Authorization" and is highlighted with a red box, with a "GO" button next to it. Below this is an "Expenses" section with a table. The table has columns for "Date", "Expense Type", "Description", "Payment Type", "Amount", and "Currency". The "Amount" column shows "0.00" and "USD". There are "Expand All" and "Collapse All" links on the left and right of the table.

Select **A Travel Authorization** from the Quick Start drop-down list.

A screenshot of the "Create Expense Report" details page, identical to the previous one. In this version, the "GO" button next to the "Quick Start" dropdown menu is highlighted with a red rectangular border.

Click the **GO** button.

The Copy from Approved Travel Authorization page displays a list of travel authorizations for the employee for the specified date range.

Copy from Approved Travel Authorization Help

From Date To

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	Trip to Albany NY	0000005199	12/12/2018	12/13/2018	285.30	USD
<input type="button" value="Select"/>	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00	USD

NOTE: If you don't see the travel authorization you are looking for, it might be necessary to adjust the date range to include the authorization.

Click **Select** button for the travel authorization you wish to use for the expense report.

NOTE: In the event there is a cash advance associated with the travel authorization, the following message box displays as a reminder.

A cash advance payment was issued for this travel authorization. Please apply the cash advance to the expense report.

Click the **OK** button.

The Create Expense Report – Details page displays. The expense report is populated with the data from the travel authorization and the Authorization ID displays.

Create Expense Report [Save for Later](#) | [Summary and Submit](#)

Colin Davidson Actions ...Choose an Action [GO](#)

*Business Purpose Destination Location
*Report Description Authorization ID
Reference [Attachments](#)

Expenses Total 285.30 USD

Expand All | Collapse All Add: | | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/12/2018	OUT MILES - FULL	*Mileage to Conference 233 characters remaining	Employee	92.65	USD
*Billing Type <input type="text" value="Non-Taxabl"/>		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>		
*Originating Location <input type="text" value="MONTPELIER VT"/>		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	92.65	USD
*Destination Location <input type="text" value="NEW YORK"/>		<input type="checkbox"/> No Receipt			
*Miles <input type="text" value="170"/> x 0.5450					
Accounting Details					
12/13/2018	OUT MILES - FULL	*Mileage from Conference 231 characters remaining	Employee	92.65	USD
*Billing Type <input type="text" value="Non-Taxabl"/>		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>		
*Originating Location <input type="text" value="NEW YORK"/>		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	92.65	USD
*Destination Location <input type="text" value="NEW YORK"/>		<input type="checkbox"/> No Receipt			
*Miles <input type="text" value="170"/> x 0.5450					
Accounting Details					
12/12/2018	OUT LODGING	<input type="text" value=""/> 254 characters remaining	Employee	100.00	USD
*Billing Type <input type="text" value="Non-Taxabl"/>		Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>	
*Originating Location <input type="text" value="MONTPELIER VT"/>		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	100.00	USD
*Location <input type="text" value="NEW YORK"/>		<input type="checkbox"/> No Receipt			
*Merchant <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred					
<input type="text" value="Hilton Hotels"/>					
Accounting Details					

Make the necessary changes to reflect the current expenses and attach any required receipts.

Click the [Save for Later](#) link.

The Modify Expense Report – Details page displays, and the Report ID is assigned.

Modify Expense Report

[Save for Later](#)
[Summary and Submit](#)

Colin Davidson

*Business Purpose: Conference

*Report Description: Trip to Albany NY

Reference:

Report: 0000532373 Pending

Destination Location: NEW YORK

Authorization ID: 000005199

Attachments

Expenses

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Date	Expense Type	Description	Payment Type	Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference 233 characters remaining	Employee	92.65	USD
12/13/2018	OUT MILES - FULL	Mileage from Conference 231 characters remaining	Employee	92.65	USD
12/12/2018	OUT LODGING	<input type="text"/> 254 characters remaining Receipt Split	Employee	100.00	USD

Click the **Summary and Submit** link.

The Create Expense Report – Submit page displays.

Create Expense Report

[Save for Later](#)
[Expense Details](#)

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Albany NY

Reference:

Totals

View Printable Version | View Analytics

Category	Amount	Currency
Employee Expenses (3 Lines)	285.30	USD
Cash Advances Applied	0.00	USD
Non-Reimbursable Expenses	0.00	USD
Prepaid Expenses	0.00	USD
Supplier Credits	0.00	USD
Amount Due to Employee	285.30	USD
Amount Due to Supplier	0.00	USD
Total Taxable Expenses	0.00	USD

Warning

Outstanding Cash Advance Balance 300.00 USD

There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

A Warning message with a link to the Apply/View Cash Advance page displays when there is an outstanding cash

Outstanding Cash Advance Balance 300.00 USD

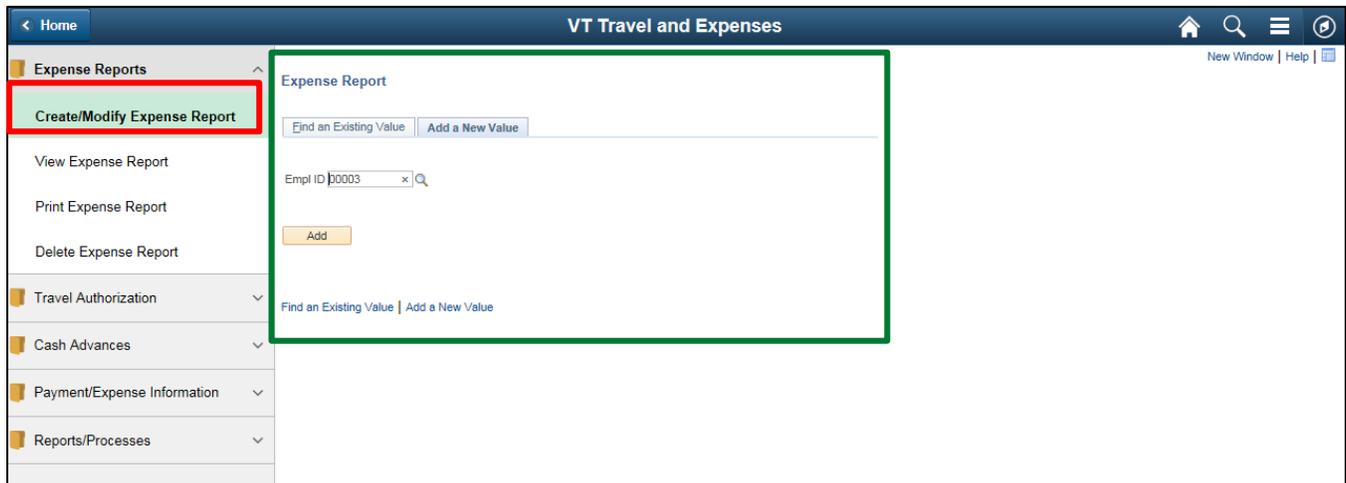
There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

Add a Travel Authorization to an Existing Expense Report

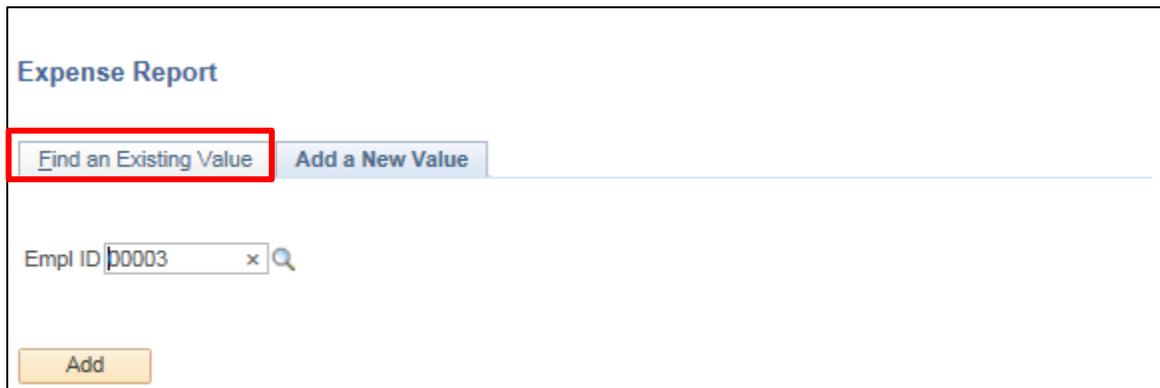
Situations when this function is used: The travel authorization needs to be linked to an expense report after the report has been created.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

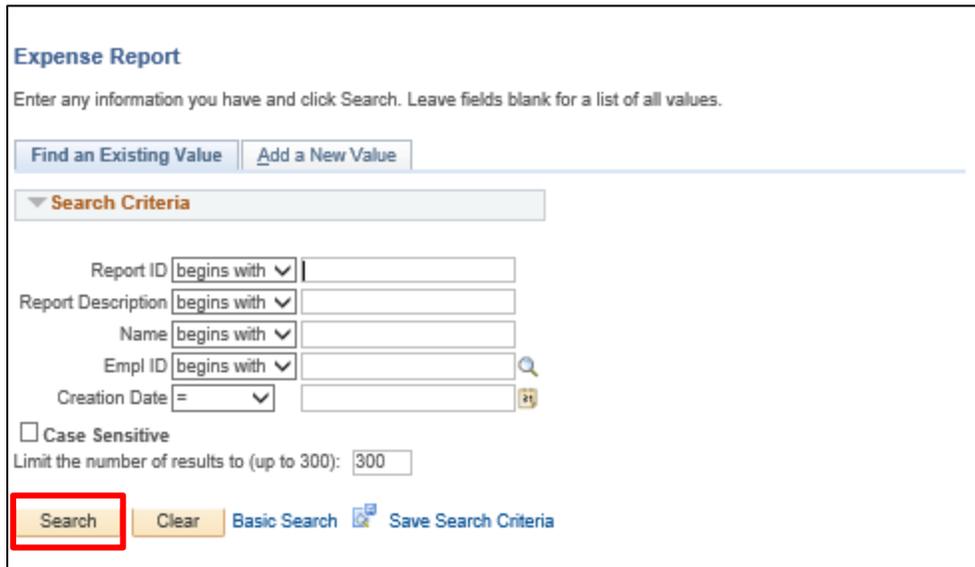


The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.



Click the **Find an Existing Value** tab.

The Expense Report – Find an Existing Value page displays.



Expense Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Report ID

Report Description

Name

Empl ID 

Creation Date 

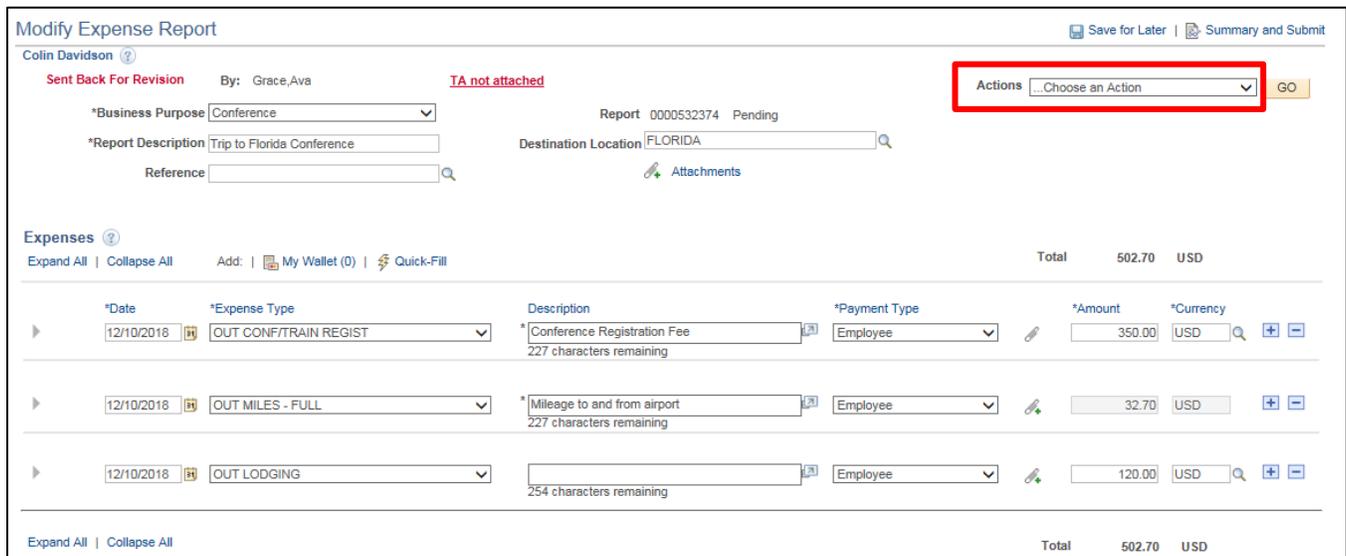
Case Sensitive

Limit the number of results to (up to 300):

Search [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Click the **Search** button.

Clicking the Search button will list all expense reports in a pending status or if there is only one, the Modify Expense Report - Details page will display.



Modify Expense Report [Save for Later](#) | [Summary and Submit](#)

Colin Davidson 

Sent Back For Revision By: Grace,Ava **TA not attached**

Actions [GO](#)

*Business Purpose Report 0000532374 Pending

*Report Description Destination Location 

Reference [Attachments](#)

Expenses 

[Expand All](#) | [Collapse All](#) Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018 	<input type="text" value="OUT CONF/TRAIN REGIST"/>	*Conference Registration Fee 227 characters remaining	<input type="text" value="Employee"/>	350.00	USD 
12/10/2018 	<input type="text" value="OUT MILES - FULL"/>	*Mileage to and from airport 227 characters remaining	<input type="text" value="Employee"/>	32.70	USD 
12/10/2018 	<input type="text" value="OUT LODGING"/>	<input type="text" value=""/> 254 characters remaining	<input type="text" value="Employee"/>	120.00	USD 

[Expand All](#) | [Collapse All](#) Total 502.70 USD

Select **Associate Travel Authorization** from the Actions drop-down list.

Modify Expense Report Save for Later | Summary and Submit

Colin Davidson Sent Back For Revision By: Grace, Ava TA not attached Actions Associate Travel Authorization **GO**

*Business Purpose Report 0000532374 Pending

*Report Description Destination Location

Reference Attachments

Expenses Total 502.70 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee 227 characters remaining	Employee	350.00	USD
12/10/2018	OUT MILES - FULL	Mileage to and from airport 227 characters remaining	Employee	32.70	USD
12/10/2018	OUT LODGING	<input type="text" value=""/> 254 characters remaining	Employee	120.00	USD

Total 502.70 USD

Click the **GO** button.

The Associate Travel Authorization page displays a list of travel authorizations for the employee for the specified date range.

Associate Travel Authorization Help

From Date To

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	Trip to Albany NY	0000005199	12/12/2018	12/13/2018	285.30	USD
<input type="button" value="Select"/>	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00	USD

NOTE: If you don't see the travel authorization you are looking for, it might be necessary to adjust the date range to include the authorization.

Click **Select** button for the travel authorization you wish to link to the expense report.

The Modify Expense Report – Details page displays with the Authorization ID and Detach TA button.

Modify Expense Report [Save for Later](#) [Summary and Submit](#)

Colin Davidson [?](#)

Sent Back For Revision By: Grace, Ava **TA not attached** Actions [GO](#)

*Business Purpose Report 0000532374 Pending

*Report Description Destination Location

Reference **Authorization ID** [Detach TA](#)

[Attachments](#)

Expenses [?](#)

[Expand All](#) | [Collapse All](#) Add: [My Wallet \(0\)](#) | [Quick-Fill](#) Total 502.70 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text" value="12/10/2018"/> ?	<input type="text" value="OUT CONF/TRAIN REGIST"/>	<input type="text" value="Conference Registration Fee"/> 227 characters remaining	<input type="text" value="Employee"/>	<input type="text" value="350.00"/>	<input type="text" value="USD"/>
<input type="text" value="12/10/2018"/> ?	<input type="text" value="OUT MILES - FULL"/>	<input type="text" value="Mileage to and from airport"/> 227 characters remaining	<input type="text" value="Employee"/>	<input type="text" value="32.70"/>	<input type="text" value="USD"/>
<input type="text" value="12/10/2018"/> ?	<input type="text" value="OUT LODGING"/>	<input type="text"/> 254 characters remaining	<input type="text" value="Employee"/>	<input type="text" value="120.00"/>	<input type="text" value="USD"/>

[Expand All](#) | [Collapse All](#) Total 502.70 USD

Make the necessary changes to reflect the current expenses and attach any required receipts.

Click the [Save for Later](#) link.

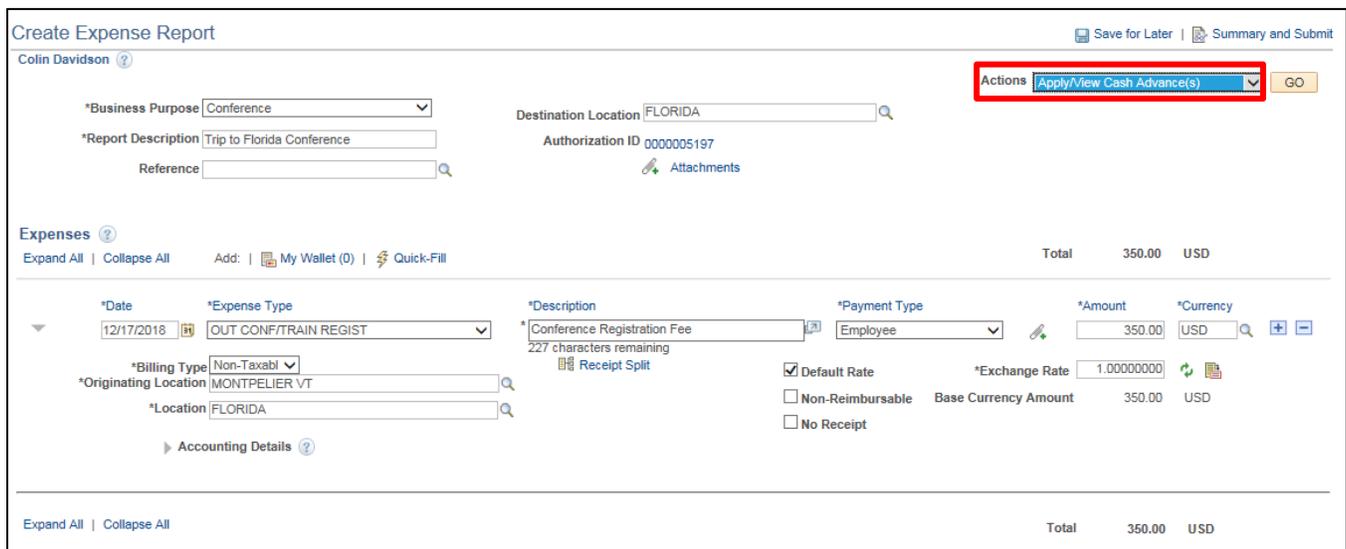
Apply a Cash Advance

Situations when this function is used: An outstanding cash advance needs to be applied to an expense report.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

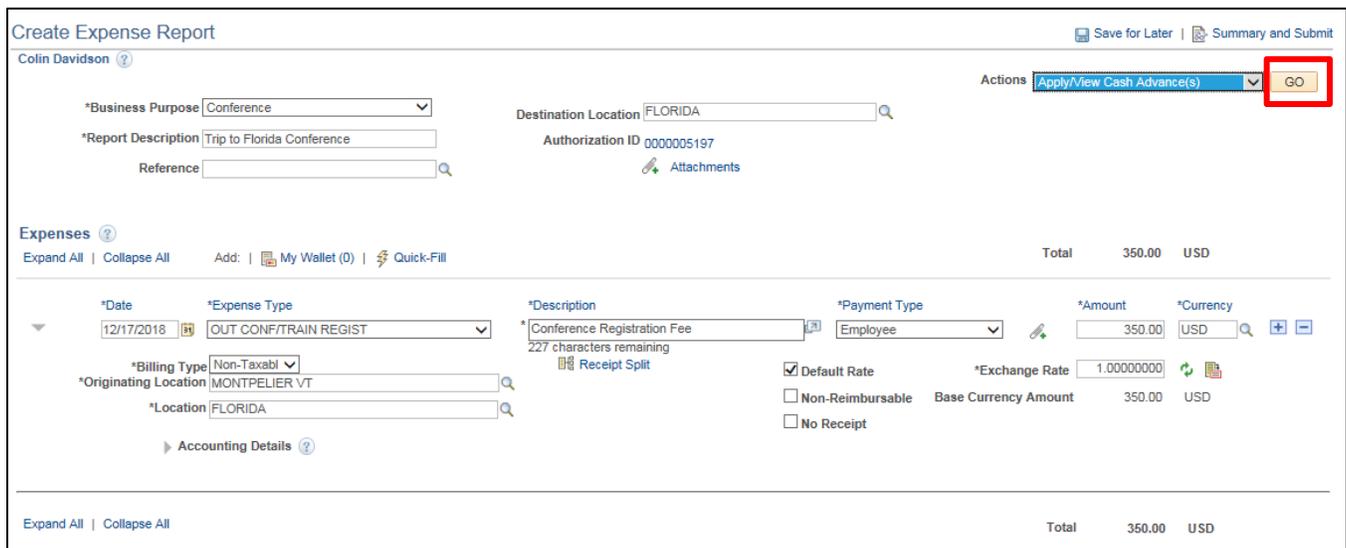
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

NOTE: You can apply an advance from the Create Expense Report – Details page or the Modify Expense Report Details page.



The screenshot shows the 'Create Expense Report' form for Colin Davidson. The form includes fields for Business Purpose (Conference), Report Description (Trip to Florida Conference), Destination Location (FLORIDA), and Authorization ID (000005197). The Expenses section shows a single entry for 'Conference Registration Fee' with an amount of 350.00 USD. The Actions dropdown menu is open, and 'Apply/View Cash Advance(s)' is highlighted in blue. A red box highlights this option and the adjacent 'GO' button.

Select **Apply/View Cash Advance(s)** from the Actions drop-down list.



This screenshot is identical to the previous one, showing the 'Create Expense Report' form. The 'Apply/View Cash Advance(s)' option is selected in the Actions dropdown, and the 'GO' button next to it is highlighted with a red box.

Click the **GO** button.

The Apply Cash Advance(s) page displays.

Create Expense Report

Apply Cash Advance(s) Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text" value=""/>	0.000	0.00		0.00 USD

Add Cash Advance
Update Totals

Total Advance Applied 0.00 USD

Totals (1 Line) 350.00 USD

Total Due Employee 350.00 USD

OK

Click the **Look up Advance ID** icon.

The Look Up Advance ID page displays the outstanding advances for the employee.

Look Up Advance ID Help

Empl ID 00003

Date/Time Stamp 12/13/2018 10:25AM

Advance ID begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First 1 of 1 Last

Advance ID	Advance Description	Balance	Currency Code
0000000833	(blank)	300	USD

Select the **Cash Advance** link that was created from the travel authorization that was populated to the expense report.

The Apply Cash Advance(s) page displays with the advance amount, the amount applied and any remaining advance balance.

Create Expense Report

Apply Cash Advance(s) Report ID NEXT

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000833	300.00	0.00 USD	1.00000000	300.00 USD

Total Advance Applied	300.00 USD
Totals (1 Line)	350.00 USD
Total Due Employee	50.00 USD

The Total Advance Applied cannot be more than the Totals for the expense report or the Advance Amount.

To apply a lower amount, enter that amount in the **Total Applied** field.

NOTE: See your department Expense Coordinator if you still have a balance on the cash advance after it is applied.

Click the **OK** button.

Create Expense Report Save for Later | **Summary and Submit**

Colin Davidson

*Business Purpose: Conference | Destination Location: FLORIDA | Authorization ID: 0000005197

*Report Description: Trip to Florida Conference | Reference: | Attachments:

Expenses Total 350.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

*Billing Type: Non-Taxabl | *Originating Location: MONTPELIER VT | *Location: FLORIDA

*Exchange Rate: 1.00000000 | Base Currency Amount: 350.00 USD

Total 350.00 USD

Click the **Summary and Submit** link.

The Totals are updated to reflect the cash advance amount applied and the total that is due to the employee.

Create Expense Report [Save for Later](#) | [Expense Details](#)

Colin Davidson Actions ... Choose an Action ▼ GO

*Business Purpose Conference ▼

*Description Trip to Florida Conference

Reference 🔍

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (1 Line)	350.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	50.00 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

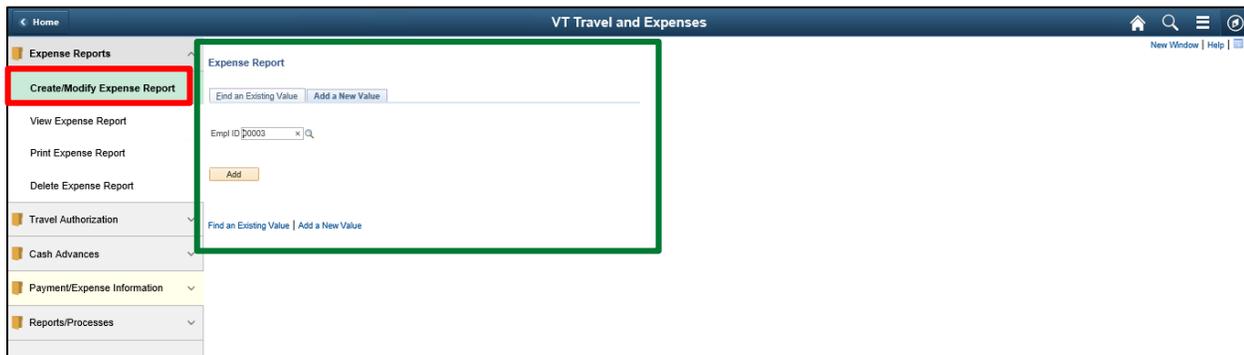
Modify an Expense Report

Situations when this function is used: An expense report can be modified if it has been saved for later or sent back for revision.

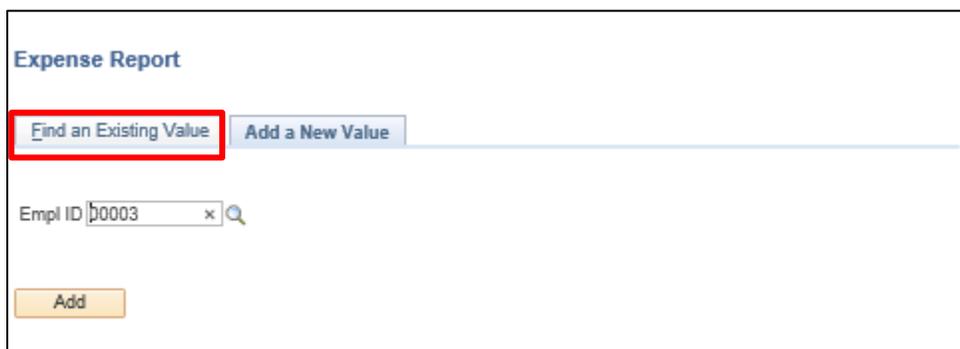
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

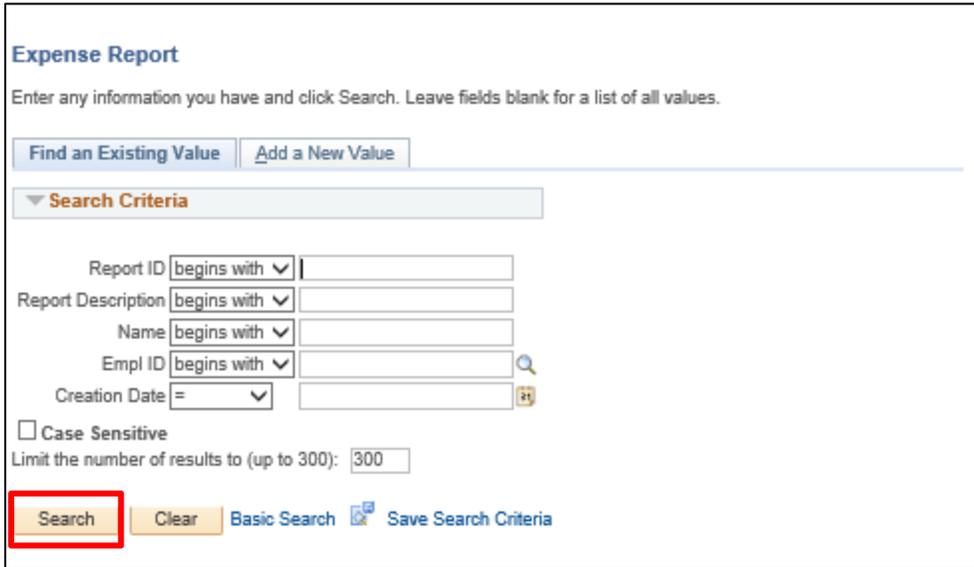


The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.



Click the **Find an Existing Value** tab.

The Expense Report – Find an Existing Value page displays.



Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Report ID begins with []

Report Description begins with []

Name begins with []

Empl ID begins with []

Creation Date = []

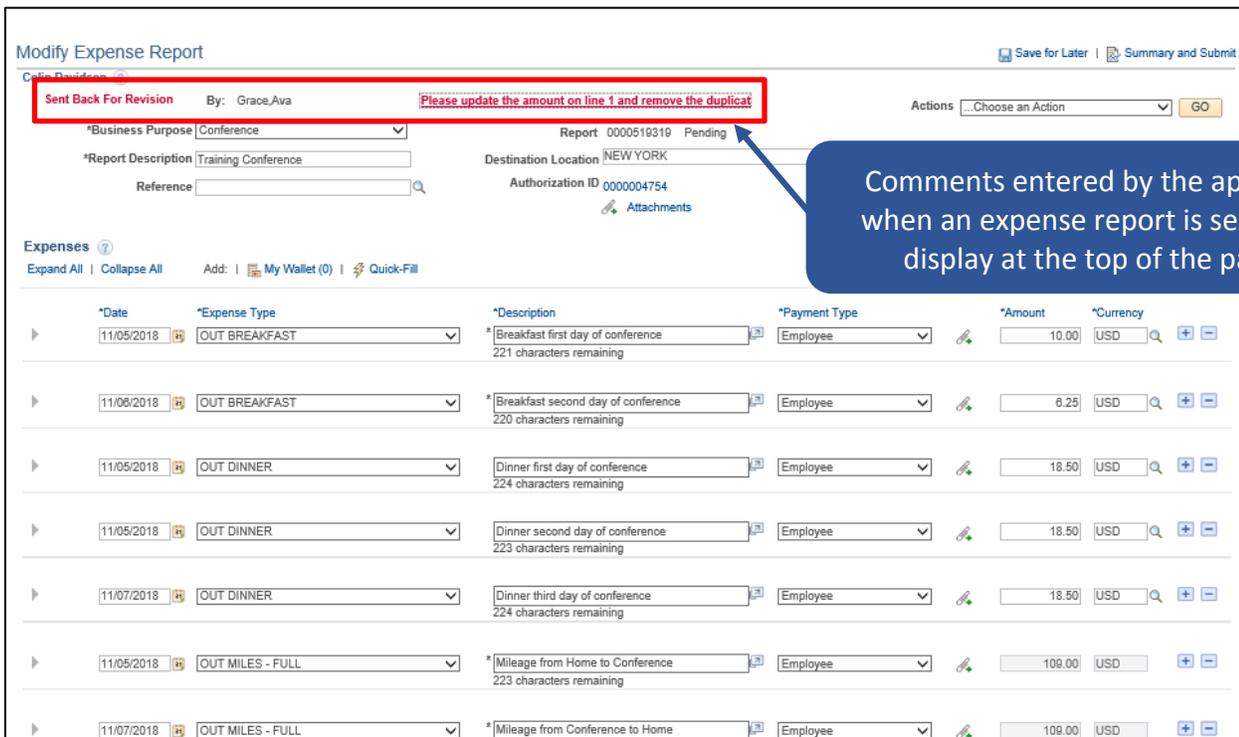
Case Sensitive

Limit the number of results to (up to 300): [300]

Search | Clear | Basic Search | Save Search Criteria

Click the **Search** button.

Clicking the Search button will list all expense reports in a pending status or if there is only one, the Modify Expense Report - Details page will display.



Modify Expense Report Save for Later | Summary and Submit

Sent Back For Revision By: Grace.Ava Please update the amount on line 1 and remove the duplicat

Report 0000519319 Pending

Destination Location NEW YORK

Authorization ID 0000004754

Attachments

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee	6.25	USD
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	Employee	18.50	USD
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	Employee	109.00	USD
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home	Employee	109.00	USD

Comments entered by the approver when an expense report is sent back display at the top of the page.

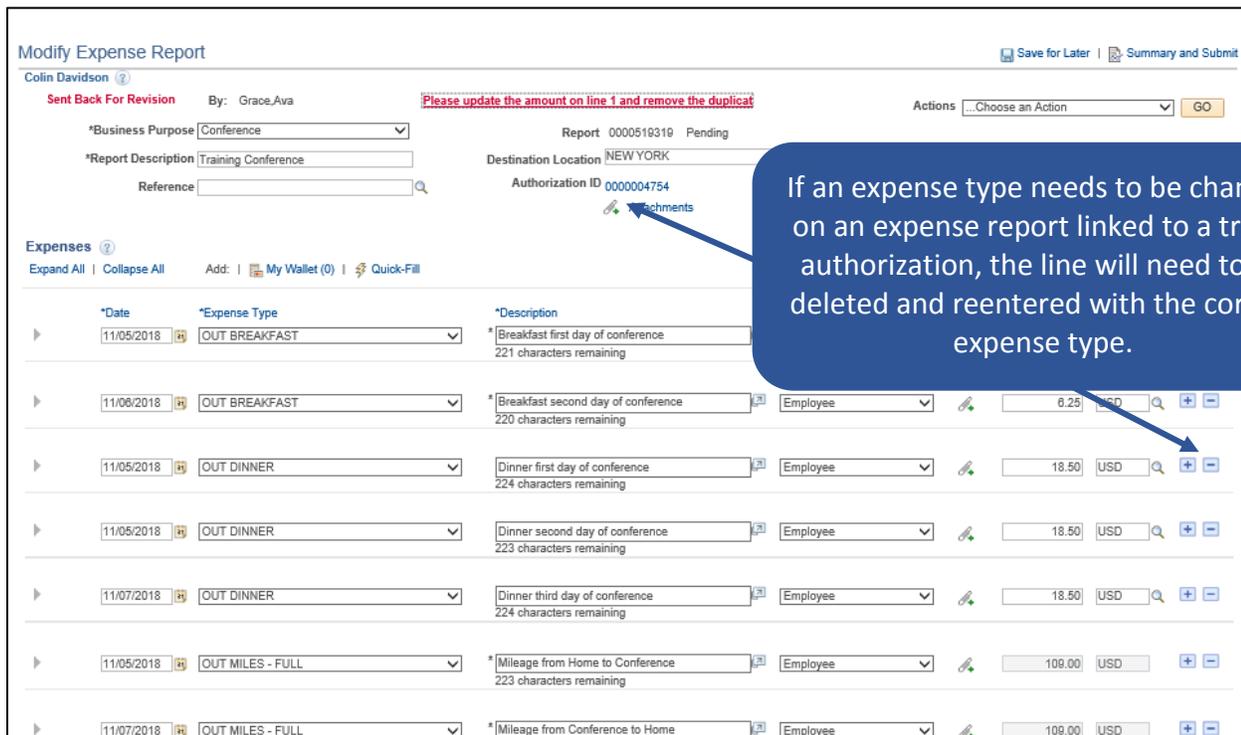
Click the **Comments** link.

The View Approver Comments page displays the approver's name, the date/time the transaction was sent back and the entire approver's comment.



Review the comment to see what changes need to be made to the expense report.

Click the **Return** button to return to Modify Expense Report – Details page.



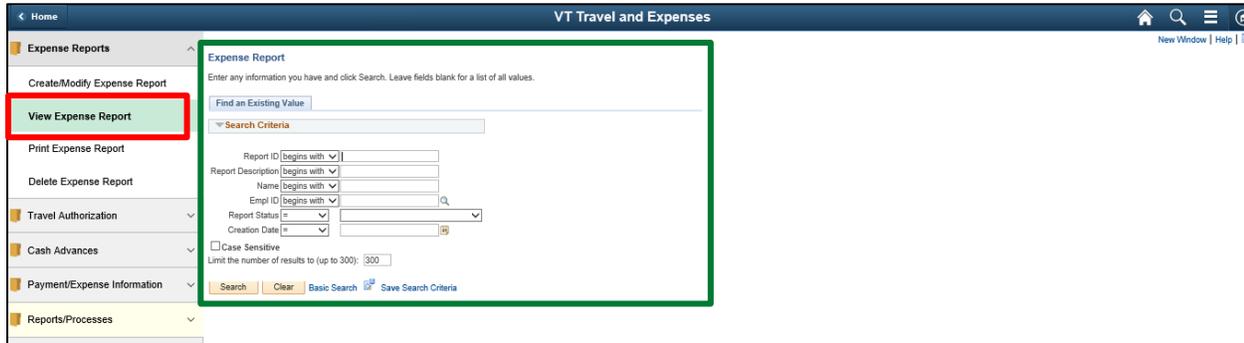
Changes can be made to the expense report like you would if you were entering the report. The expense report information is editable. See Entering Expense Reports for more instructions.

View Expense Reports

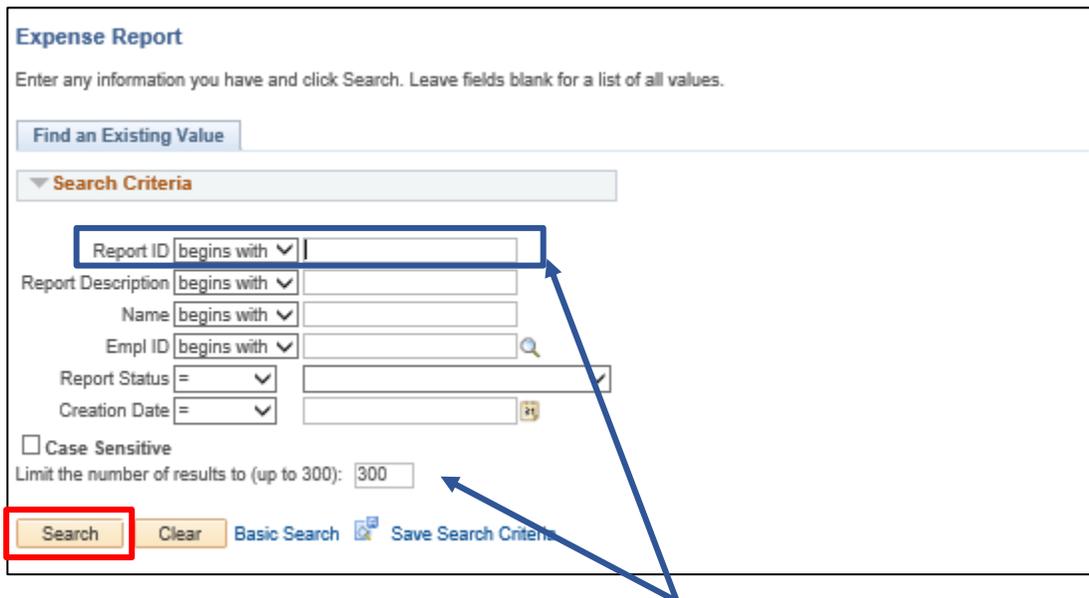
Situations when this function is used: Expense Reports are available to view in the system and it may not be necessary to print.

Navigation option 1: Home page > TE tile > Expense Reports > View Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > View



The View Expense Report search page displays in the work area.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by adding additional criteria. If you know the expense report number that you want to view you can enter the number into the Report ID field.

To view all Expense Reports, click the **Search** button.

A list of expense reports displays in the search results.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-9 of 9 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000519325	RON Example	Davidson, Colin	00003	In Process	11/18/2018
0000519323	Training in Burlington	Davidson, Colin	00003	Approved	11/09/2018
0000519322	Trip to New York Conference	Davidson, Colin	00003	Submitted	11/08/2018
0000519321	Trip To Florida Conference	Davidson, Colin	00003	Submitted	11/08/2018
0000519320	Trip to New York Conference	Davidson, Colin	00003	In Process	11/08/2018
0000519319	Training Conference	Davidson, Colin	00003	Pending	11/07/2018
0000519318	Training Conference	Davidson, Colin	00003	Submitted	11/05/2018
0000519317	Supplies for Training	Davidson, Colin	00003	Submitted	11/05/2018
0000519316	Mileage for Training	Davidson, Colin	00003	In Process	11/05/2018

Select the **Report ID** link for the expense report you would like to view.

The View Expense Report – Summary page displays.

View Expense Report
 Expense Details

Colin Davidson

Business Purpose: Training
 Description: Training in Burlington
 Reference: [blank]

Report: 0000519323 Approved for Payment: [blank]

Created: 11/09/2018 Colin Davidson

Last Updated: 11/09/2018 Mary Motor

Post State: Not Applied

Totals Notes

[View Printable Version](#) [View Analytics](#)

Employee Expenses (2 Lines)	80.64 USD	Non-Reimbursable Expenses	0.00 USD	Supplier Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD		
Amount Due to Employee	60.64 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submitted On: 11/09/2018 Submitted By: Colin Davidson

Approval History

Submitted
Colin Davidson

EX Module Supervisor
Ava Grace

Expense Coordinator
Mary Motor

Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Colin Davidson	11/09/2018 10:29:04AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:31:10AM	
Sent Back For Revision	Expense Coordinator	Mary Motor	11/09/2018 11:34:58AM	
Resubmitted	Employee	Colin Davidson	11/09/2018 10:37:45AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:40:02AM	
Approved	Expense Coordinator	Mary Motor	11/09/2018 11:42:35AM	

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

The expense report information displays including the Totals, Notes and Status. All fields will be grayed out when viewing a report.

The Approval History displays the approval path and actions performed, who performed the action and the date/time the action was performed. Actions can include one or more of the following: Submitted, Approved, Sent Back for Revision, Resubmitted or Withdrawn.

Click the [Notes](#) link.

The Expense Notes page displays any comments entered by the employee and/or approver.

Expense Notes Help

Add Notes

Notes Personalize | Find | First 1-2 of 2 Last

Notes	Name	Role	Action Date/Time
Sent Back For Revision - Please update the amount on line 1 and remove the duplicate dinner expense.	Ava Grace	EX Module Supervisor	11/07/2018 8:28:49PM
Expense for Training Conference	Colin Davidson	Employee	11/07/2018 9:44:03AM

OK
Cancel

Click the **OK** button to return to the View Expense Report – Summary page.

View Expense Report Expense Details

Colin Davidson Actions [Choose an Action] GO

Business Purpose: Training Report: 0000519323 Approved for Payment

Description: Training in Burlington Created: 11/09/2018 Colin Davidson

Reference Last Updated: 11/09/2018 Mary Motor

Post State: Not Applied

Totals Attachments (1)

Employee Expenses (2 Lines)	80.64 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	60.64 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report
Withdraw Expense Report
Submitted On: 11/09/2018
Submitted By: Colin Davidson

Approval History






Action	Role	Name	Date/Time	Comments
Submitted	Employee	Colin Davidson	11/09/2018 10:29:04AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:31:10AM	
Sent Back For Revision	Expense Coordinator	Mary Motor	11/09/2018 11:34:58AM	
Resubmitted	Employee	Colin Davidson	11/09/2018 10:37:45AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:40:02AM	
Approved	Expense Coordinator	Mary Motor	11/09/2018 11:42:35AM	

Click the **Expense Details** link.

The View Expense Report – Details page displays the expense report line information.

View Expense Report [Summary and Submit](#)

Colin Davidson ? By: Grace.Ava Please update the amount on line 1 and remove the duplicat Actions

Business Purpose Conference Report 0000519319 Pending

Report Description Training Conference Authorization ID 0000004754

Reference

Expenses ?

[Expand All](#) | [Collapse All](#) Total 617.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee		10.00 USD
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee		6.25 USD
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	Employee		18.50 USD
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	Employee		18.50 USD
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	Employee		18.50 USD
11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	Employee		109.00 USD
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home 223 characters remaining	Employee		109.00 USD
11/05/2018	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	Employee		300.00 USD
09/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	Employee		27.25 USD
				Total	617.00 USD

[Expand All](#) | [Collapse All](#)

The line Attachment icon will display as when an attachment has been added to the line. The icon will display as when there is no attachment.

Click the line **Attachment** icon.

The Expense Line Attachments page displays.

Expense Line Attachments [Help](#)

Report ID 0000519319

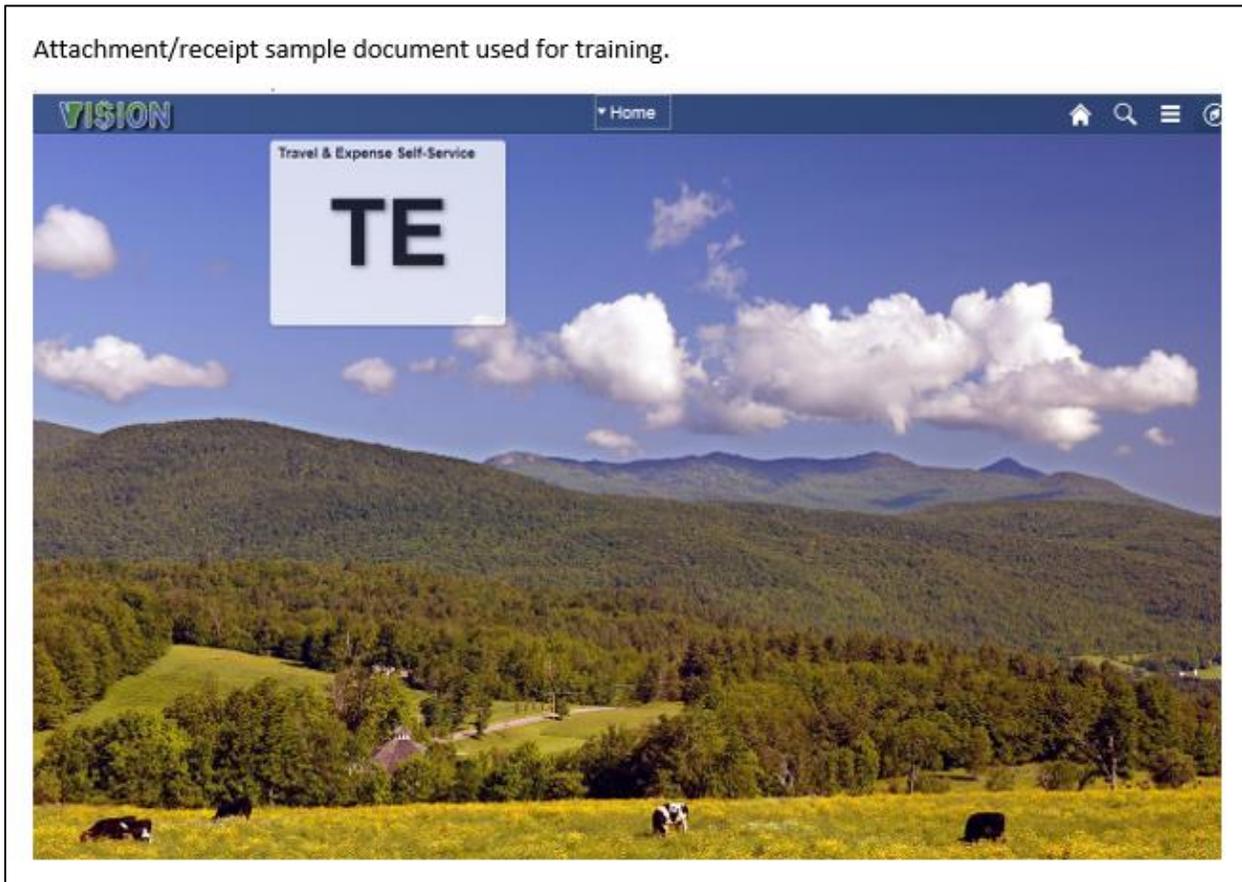
Date 11/05/2018 Expense Type OUT CONF/TRAIN REGIST Amount 300.00 USD

Details [Personalize](#) | [Find](#) | [View All](#) | | 1 of 1

File Name	Description	User	Name	Date/Time Stamp
Test_Attachment.docx	Receipt for Conference	CDAVIDSO	Colin Davidson	11/07/2018 9:44:12AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Click the **File Name** link to view the attachment.



Close the attachment and click the **OK** button on the Expense Line Attachments page.

View Expense Report [Summary and Submit](#)

Colin Davidson [?](#) By: Grace_Ava Please update the amount on line 1 and remove the duplicat Actions:

Business Purpose: Conference Report: 0000519319 Pending

Report Description: Training Conference Authorization ID: 0000004754

Reference

Expenses [?](#)

[Expand All](#) | [Collapse All](#) Total: 617.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	<input type="text" value="Breakfast first day of conference"/> <small>221 characters remaining</small>	Employee	10.00	USD
11/06/2018	OUT BREAKFAST	<input type="text" value="Breakfast second day of conference"/> <small>220 characters remaining</small>	Employee	6.25	USD
11/05/2018	OUT DINNER	<input type="text" value="Dinner first day of conference"/> <small>224 characters remaining</small>	Employee	18.50	USD
11/05/2018	OUT DINNER	<input type="text" value="Dinner second day of conference"/> <small>223 characters remaining</small>	Employee	18.50	USD
11/07/2018	OUT DINNER	<input type="text" value="Dinner third day of conference"/> <small>224 characters remaining</small>	Employee	18.50	USD
11/05/2018	OUT MILES - FULL	<input type="text" value="Mileage from Home to Conference"/> <small>223 characters remaining</small>	Employee	109.00	USD
11/07/2018	OUT MILES - FULL	<input type="text" value="Mileage from Conference to Home"/> <small>223 characters remaining</small>	Employee	109.00	USD
11/05/2018	OUT CONF/TRAIN REGIST	<input type="text" value="Training Conference Registration"/> <small>222 characters remaining</small>	Employee	300.00	USD
09/01/2018	IN MILES - FULL	<input type="text" value="Mileage"/> <small>247 characters remaining</small>	Employee	27.25	USD
Total				617.00	USD

[Expand All](#) | [Collapse All](#)

Click the **Expand All** link to display the expense line details.

If the expense report has any exceptions, an icon will display.

Click the **Exceptions** icon.

The Expense Report – Authorized Amount Exceeded page or the View Exceptions Comments and Risks page displays depending on the exception.

The Expense Report – Authorized Amount Exceeded page displays the authorized and transactions amounts and the exception comment explaining why the amount was exceeded.

Click the **OK** button.

The View Exceptions Comments and Risks page will show all exceptions for the expense report.

[View Expense Report](#)
[View Exception Comments and Risks](#)

Report ID 0000519319

General Information

Report Description Training Conference
 Conference
 Reference

Exception Information

Line	Exception	Comment
1 OUT BREAKFAST	Amount Exceeded	Breakfast at Hotel
2 OUT BREAKFAST	None	No exceptions associated with this line.
3 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 4, Sheet Id 0000519319. Date 2018-11-05, Amt Spent 18.5 USD.
4 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0000519319. Date 2018-11-05, Amt Spent 18.5 USD.
5 OUT DINNER	None	No exceptions associated with this line.
6 OUT MILES - FULL	None	No exceptions associated with this line.
7 OUT MILES - FULL	None	No exceptions associated with this line.
8 OUT CONF/TRAIN REGIST	None	No exceptions associated with this line.
9 IN MILES - FULL	None	No exceptions associated with this line.

[Return To Expense Report](#)

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

Employees are required to enter an exception comment on an expense report line to explain why an amount has been exceeded.

VISION defaults a comment when a duplicate line exists identifying the expense report ID, line, date and amount that is duplicated.

Click the [Return To Expense Report](#) link.

The View Expense Report – Details page displays.

View Expense Report [Summary and Submit](#)

Colin Davidson [?](#) By: Grace,Ava Please update the amount on line 1 and remove the duplicat Actions

Business Purpose: Conference Report: 0000519319 Pending

Report Description: Training Conference Authorization ID: 0000004754

Reference

Expenses [?](#)

[Expand All](#) | [Collapse All](#) Total 617.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK Accounting Details ?					
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee	6.25	USD
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK Accounting Details ?					
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	Employee	18.50	USD
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK Accounting Details ?					

Click the **Expand Accounting Line** icon to review the accounting information for the line.

The Accounting Details section expands and displays the ChartField information.

View Expense Report [Summary and Submit](#)

Colin Davidson [?](#)

Sent Back For Revision By: Grace.Ava Please update the amount on line 1 and remove the duplicat Actions:

Business Purpose: Conference Report: 0000519319 Pending
 Report Description: Training Conference Authorization ID: 0000004754
 Reference:

Expenses [?](#)

Expand All | Collapse All Total 617.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
Billing Type: Non-Taxable - Internal			<input checked="" type="checkbox"/> Default Rate	Exchange Rate: 1.00000000	
Originating Location: MONTPELIER VT			<input type="checkbox"/> Non-Reimbursable	Base Currency Amount: 10.00	USD
Location: NEW YORK			<input type="checkbox"/> No Receipt		
Accounting Details ?					
Chartfields ?					
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund Dept Program Class Project
10.00	08100	10.00 USD	1.00000000	20105	8100002000 59290 20017 ZMVT 000-

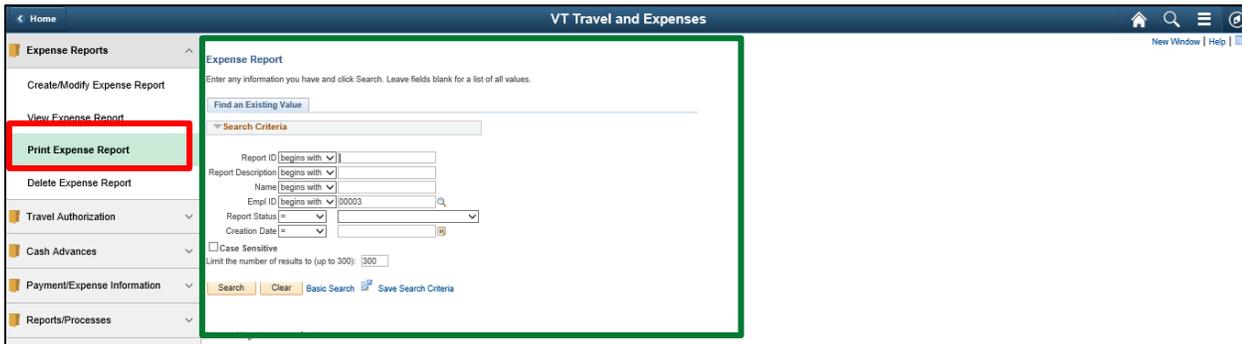
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee	6.25	USD
Billing Type: Non-Taxable - Internal			<input checked="" type="checkbox"/> Default Rate	Exchange Rate: 1.00000000	
Originating Location: MONTPELIER VT			<input type="checkbox"/> Non-Reimbursable	Base Currency Amount: 6.25	USD
Location: NEW YORK			<input type="checkbox"/> No Receipt		
Accounting Details ?					
Chartfields ?					
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund Dept Program Class Project
6.25	08100	6.25 USD	1.00000000	20105	8100002000 59290 20017 ZMVT 000-

Print an Expense Report

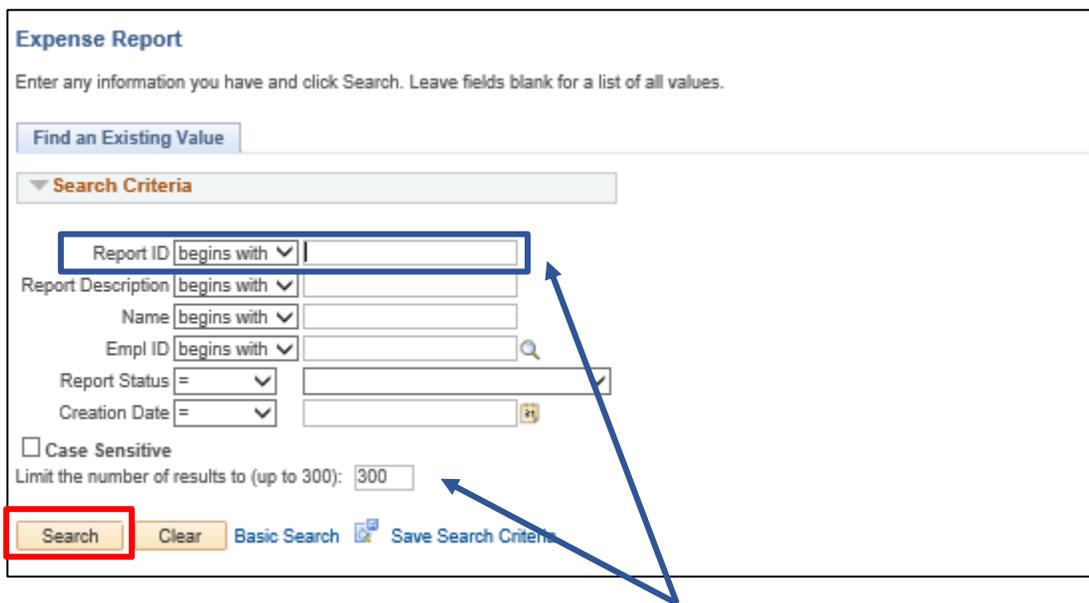
Situations when this function is used: Expense reports needs to be printed.

Navigation option 1: Home page > TE tile > Expense Reports > Print Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Print



The Print Expense Report search page displays in the work area.



Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Report ID **begins with**

Report Description **begins with**

Name **begins with**

Empl ID **begins with**

Report Status **=**

Creation Date **=**

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by adding additional criteria. If you know the expense report number that you want to print you can enter the number into the Report ID field.

To view all Expense Reports, click the **Search** button.

A list of expense reports displays in the search results.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status = ▼ ▼

Creation Date = ▼

Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All First 1-9 of 9 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000519325	RCN Example	Davidson, Colin	00003	In Process	11/16/2018
0000519323	Training in Burlington	Davidson, Colin	00003	Approved	11/09/2018
0000519322	Trip to New York Conference	Davidson, Colin	00003	Submitted	11/08/2018
0000519321	Trip To Florida Conference	Davidson, Colin	00003	Submitted	11/08/2018
0000519320	Trip to New York Conference	Davidson, Colin	00003	In Process	11/08/2018
0000519319	Training Conference	Davidson, Colin	00003	Pending	11/07/2018
0000519318	Training Conference	Davidson, Colin	00003	Submitted	11/05/2018
0000519317	Supplies for Training	Davidson, Colin	00003	Submitted	11/05/2018
0000519316	Mileage for Training	Davidson, Colin	00003	In Process	11/05/2018

Select the **Report ID** link for the expense report you want to print.

The Print Expense Report page displays the expense report information.

Expense Report Print Expense Report

Colin Davidson
 Description Training in Burlington
 Business Purpose Training
 Report 0000519323 Approved for Payment Employee ID 00003

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
11/02/2018	IN MILES - FULL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee	57.23 USD	1.00000000 BURLINGTON VT	57.23 USD
Travel from Wolcott to Burlington and back								
11/02/2018	IN BREAKFAST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee	3.41 USD	1.00000000 BURLINGTON VT	3.41 USD
Breakfast due to early departure from Wolcott								
Employee Expenses		60.64 USD	Non-Reimbursable Expenses		0.00 USD	Amount Due to Supplier		0.00 USD
Cash Advances Applied		0.00 USD	Prepaid Expenses		0.00 USD	Amount Due to Employee		60.64 USD
						Total Taxable Expenses		0.00 USD
(applicable taxes will be withheld from your pay)								

[Return to Expense Report](#)
[Expense Report](#) | [Expense Receipt](#)

Click the [Print Expense Report](#) link.

The printable version of the expense report displays in a new window.

The screenshot shows a browser window with the following content:

VERMONT Expense Report

Report: 0000519323
 Employee: Colin Davidson
 Reference: Business Purpose Training
 Employee ID: 00003
 Comments:

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Taxable	Payment Type	Transaction Amount	Exchange Rate	Amount
11/02/2018	IN MILES - FULL					Employee	57.23 USD	1.00	57.23 USD
Travel from Wolcott to Burlington and back									
11/02/2018	IN BREAKFAST					Employee	3.41 USD	1.00	3.41 USD
Breakfast due to early departure from Wolcott									

Expense Report Totals

Employee Expenses	60.64 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Employee Credits	0.00 USD
Total Taxable Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	60.64 USD

Employee Name: Colin Davidson | Department: 000002000 | Submitted By: CDA1250 | Created Date: 11/08/2018 | Print Date: 11/20/2018 | Page 1 of 2

File Edit Go to Favorites Help

Page Safety Tools



Expense Report

Report 0000010323		Comments :
Employee Colin Davidson	Employee ID 00002	
Reference	Business Purpose Training	

Expense Lines	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Taxable	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location				
<p>I certify under the pains and penalties of perjury that I accurately reported the actual expenses (or per diem if applicable) I incurred in connection with my state employment and that I am legally entitled to reimbursement.</p> <p>Colin Davidson 11/09/2018</p> <p>Employee Signature Date</p> <p>By approving this expense report I certify under the pains and penalties of perjury that, to the best of my knowledge, the reported information reflects actual expenses (or per diem if applicable) and the employee is legally entitled to reimbursement. (This certification exclusively applies to the Executive Branch of State government.)</p> <p>Gracie Awa 11/09/2018</p> <p>Approver By Date</p> <p>By approving this expense report I certify under the pains and penalties of perjury that the reported expense are compensable and comply with Administrative Bulletin 3.6, Travel and Expense Policy. (This certification exclusively applies to the Executive Branch of State government.)</p> <p>Motaz Mary 11/09/2018</p> <p>Expense Coordinator Date</p>									

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	0100002000	CEAVER550		11/09/2018	11/20/2018	Page 2 of 2

Follow the instructions you currently use to print from your browser.

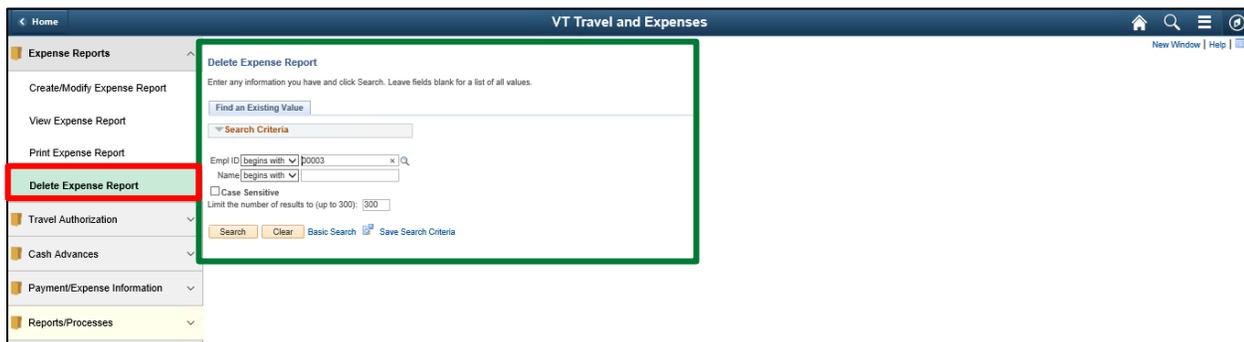
Delete an Expense Report

Situations when this function is used: Expense reports can be deleted only when they are in a pending status. An expense report might need to be deleted when it is a duplicate or is no longer needed.

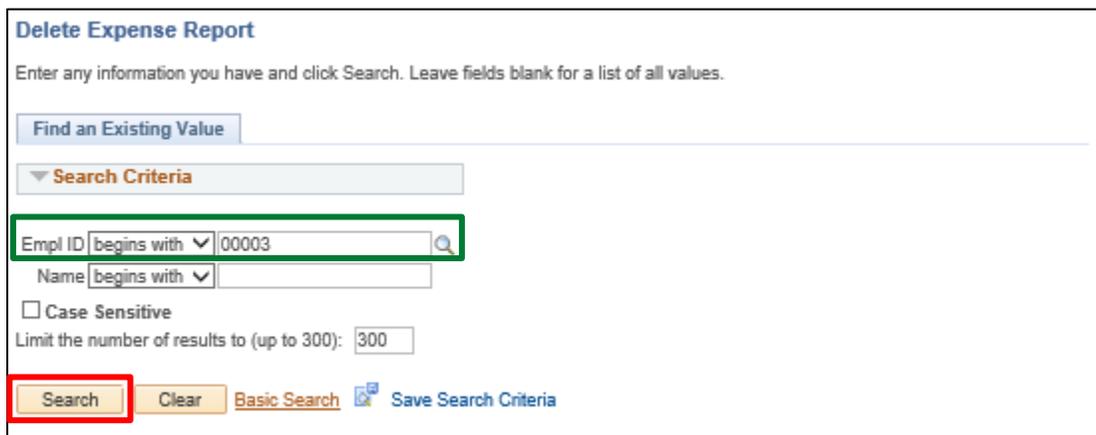
NOTE: If the report is valid but cannot be approved in time for month end closing, it can be sent back to the employee, and then the employee can resubmit the transaction. The accounting date and budget date will update to the current date.

Navigation option 1: Home page > TE tile > Expense Reports > Delete Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Delete



The Delete Expense Report search page displays in the work area and the Empl ID automatically defaults.



Click the **Search** button.

The Travel and Expense – Delete an Expense Report page displays. Any expense report with a 'Pending' status will display and is eligible to be deleted.

Travel and Expense

Delete an Expense Report

Colin Davidson

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000519327	Trip to New York Conference	11/20/2018	100.00	USD
<input type="checkbox"/>	0000519326	Supplies for Training	11/20/2018	100.00	USD

Delete Selected Report(s)

If the expense report you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the expense report you want to delete, by clicking the **Select** checkbox. You can delete multiple expense reports by selecting multiple checkboxes.

Travel and Expense

Delete an Expense Report

Colin Davidson

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000519327	Trip to New York Conference	11/20/2018	100.00	USD
<input type="checkbox"/>	0000519326	Supplies for Training	11/20/2018	100.00	USD

Delete Selected Report(s)

Click the **Delete Selected Report(s)** button.

A Delete Confirmation page displays informing you that the selected expense report has been deleted.

Travel and Expense

Delete Confirmation

Colin Davidson

The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The Travel and Expense – Delete Approved Expense Report page displays.

Travel and Expense

Delete an Expense Report

Colin Davidson

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000519326	Supplies for Training	11/20/2018	100.00	USD

Delete Selected Report(s)

The deleted expense report no longer displays and will not be available to view, modify, or print.

TRAVEL AUTHORIZATIONS

Entering Travel Authorizations

CREATE Travel Authorization from Blank

The Basics:

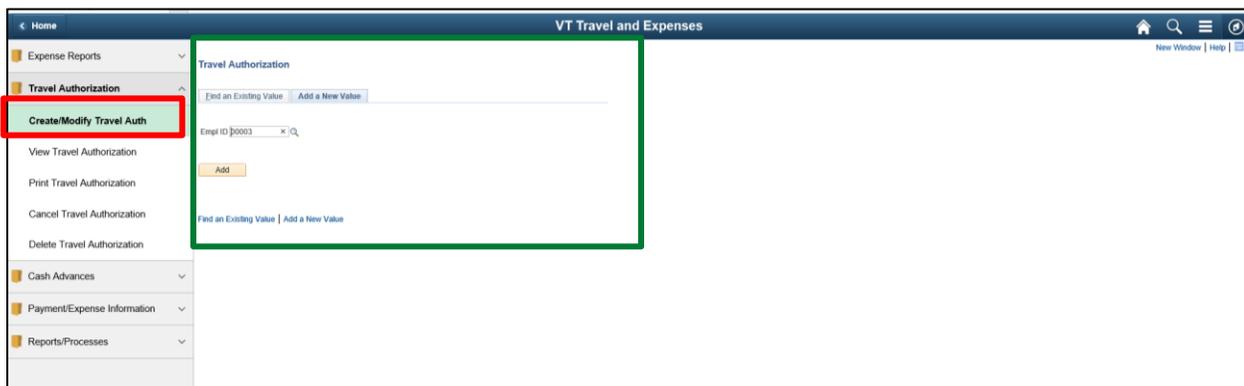
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Travel Authorizations.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later** - After every couple of lines on your travel authorization, click the "Save for Later" link to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. An approved **on-line Travel Authorization is required for all cash advance** requests.
6. **Third Party Payments/Reimbursements** - The supplemental form "Authorization of Employee Expenses to be Paid by a Third-Party Organization" may be required when expenses are to be paid by another party.
7. **Encumbrance** - All travel authorizations completed within VISION create an encumbrance of funds against an appropriation of the employee's department.

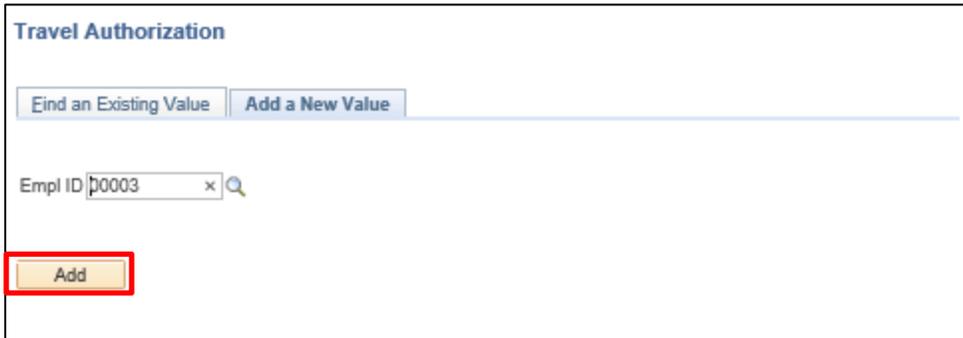
Situations when this function is used: Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

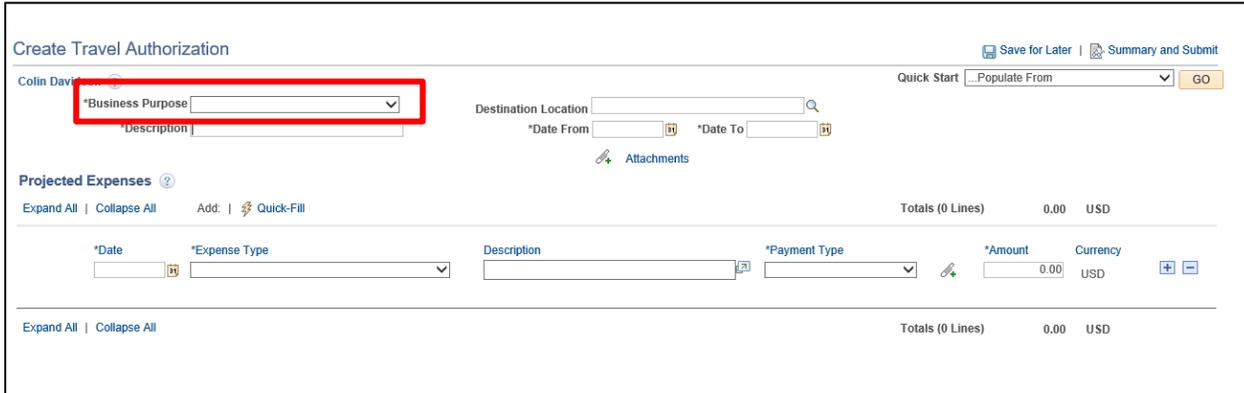


The Travel Authorization – Add a New Value page displays in the work area and the Empl ID automatically defaults.

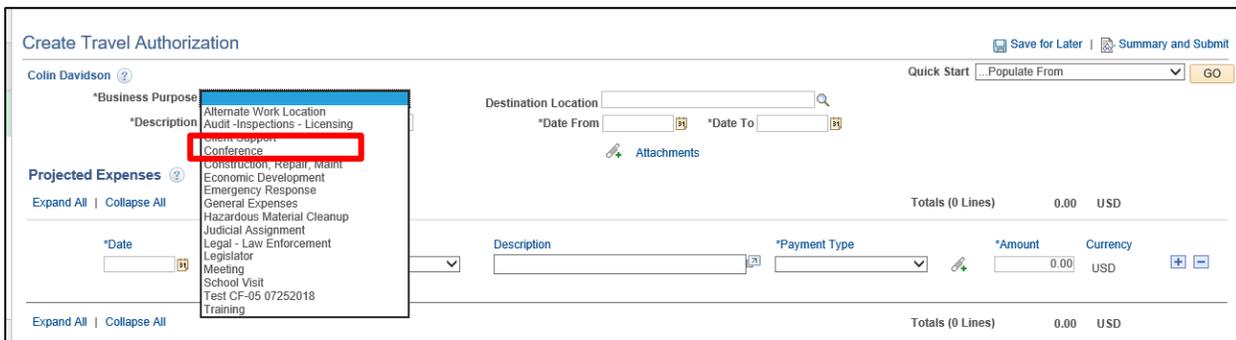


Click the **Add** button.

The Create Travel Authorization - Details page displays.



Click the drop-down arrow to choose the **Business Purpose**.



Select the option that most closely identifies the purpose of the trip.

Choose a Destination Location

NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field. This location should be the furthest point travelled during the trip.

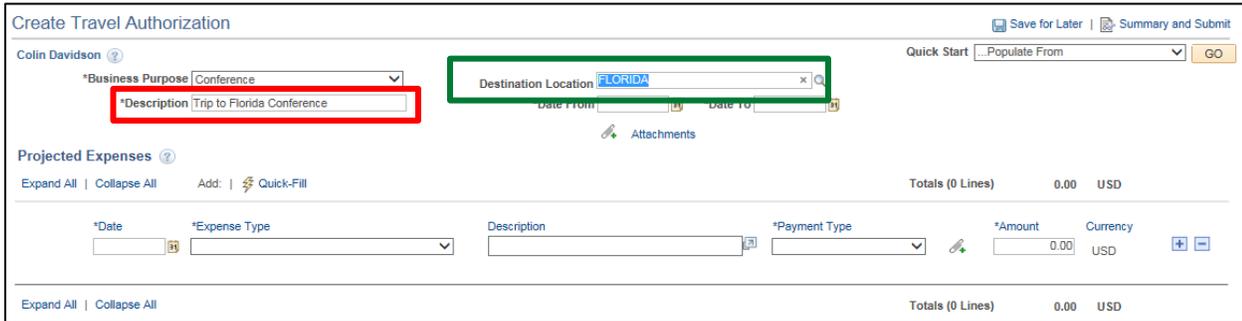
Click the **Destination Location** look up icon.

The Look Up Destination Location page displays.

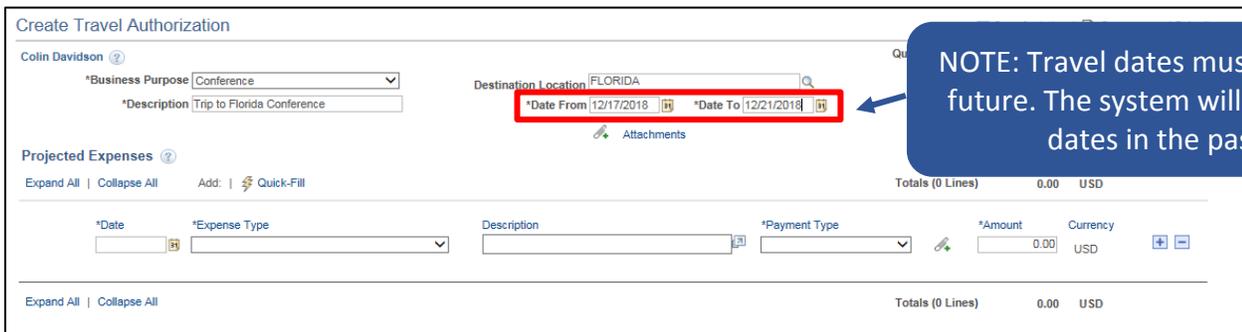
Expense Location	Description
FLTCH	FLETCHER VT
FLRNC	FLORENCE VT
FL	FLORIDA

Select the **Expense Location** link.

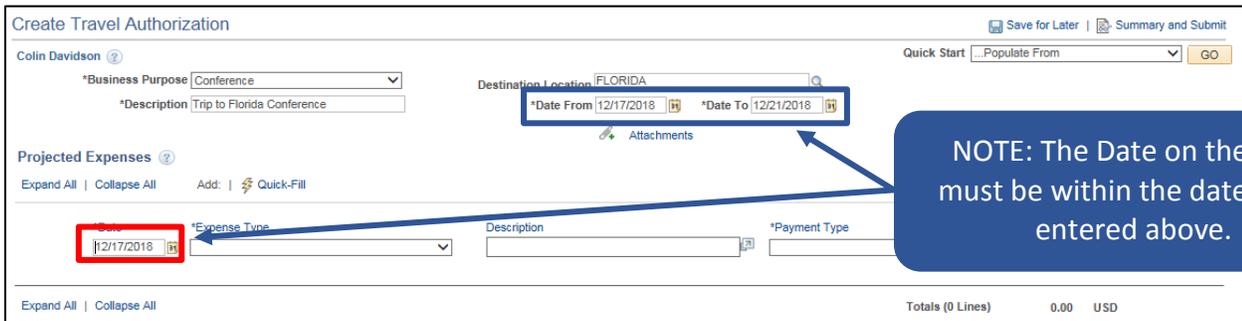
The Create Travel Authorization - Details page displays the Destination Location selected.



Enter a short, meaningful description for the trip into the **Description** field.



Enter the date the trip will start on into the **Date From** field and the end date of the trip into the **Date To** field.



In the Projected Expenses section, enter the estimated **Date** of the expense.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson Quick Start ...Populate From

*Business Purpose: Conference
 *Description: Trip to Florida Conference
 Destination Location: FLORIDA
 *Date From: 12/17/2018 *Date To: 12/21/2018

Attachments

Projected Expenses Totals (0 Lines) 0.00 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018				0.00	USD

Expand All | Collapse All Totals (0 Lines) 0.00 USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson Quick Start ...Populate From

*Business Purpose: Conference
 *Description: Trip to Florida Conference
 Destination Location: Out of Country
 *Date From: 12/17/2018 *Date To: 12/27/2018

Attachments

Projected Expenses Totals (0 Lines) 0.00 USD

Expand All | Collapse All Add: Quick-Fill

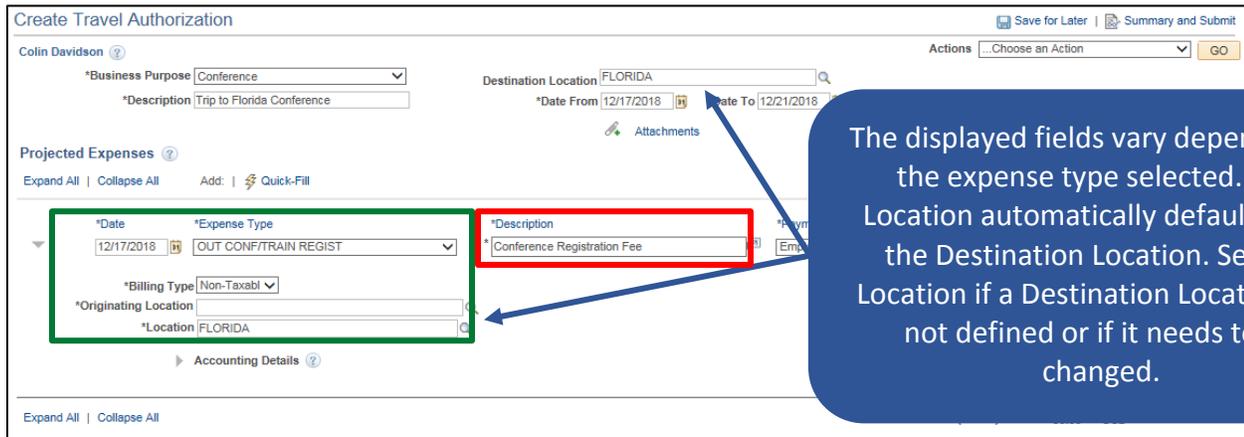
*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	<ul style="list-style-type: none"> LEG NT PER DIEM MEAL LEG NT PER DIEM ROOM LEG TX LESS 50 MI LEG TX PER DIEM MEAL LEG TX PER DIEM ROOM LICENSE - ATTORNEY LICENSE - CDL MEMBERSHIP DUES MOVING EXPENSES OUT AIR TRANSP OUT BREAKFAST OUT COMMUTER MILE OUT CONF/TRAIN REGIST OUT DINNER OUT INCIDENTALS OUT LODGING OUT LUNCH OUT MILEAGE ADAPT VAN OUT MILES - FULL OUT MILES REDUCED RATE OUT TRANSPORT OTHER OUT VEHICLE RENTAL PHONE SERVICE - CELL PHONE SVC NON-CELL PHOTOCOPIES POSTAGE PUBLIC SERVICE REC WK FOOD PUBLIC SERVICE REC WK OTHER PUBLIC SERVICE REC WK RENT Payroll Bank Service Charge 			0.00	USD

Expand All | Collapse All

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Projected Expenses

*Date	*Expense Type	*Description
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee

*Billing Type: Non-Taxabl

*Originating Location

*Location: FLORIDA

Accounting Details

Expand All | Collapse All

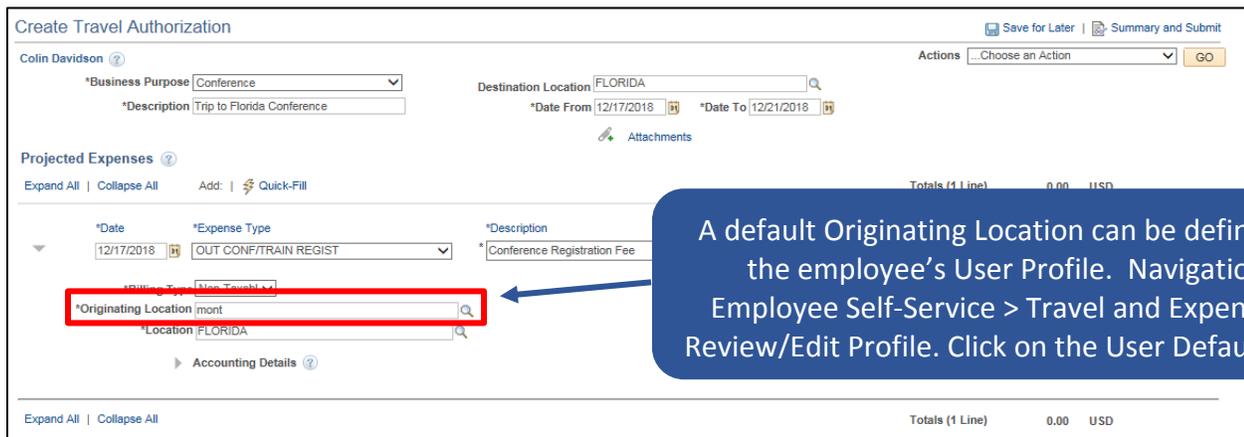
Save for Later | Summary and Submit

Actions: Choose an Action GO

Attachments

The displayed fields vary depending on the expense type selected. The Location automatically defaults from the Destination Location. Select a Location if a Destination Location was not defined or if it needs to be changed.

Enter an explanation of the expense in the **Description** field on the line.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Projected Expenses

*Date	*Expense Type	*Description
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee

*Billing Type: Non-Taxabl

*Originating Location: mont

*Location: FLORIDA

Accounting Details

Expand All | Collapse All

Save for Later | Summary and Submit

Actions: Choose an Action GO

Attachments

Totals (1 Line) 0.00 USD

A default Originating Location can be defined on the employee's User Profile. Navigation: Employee Self-Service > Travel and Expenses > Review/Edit Profile. Click on the User Defaults tab.

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference

Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	0.00	USD

*Billing Type: Non-Taxabl
*Originating Location: mont
*Location: FLORIDA

Totals (1 Line) 0.00 USD

Click the **Originating Location** look up icon.

The Look Up page displays the locations that match your criteria.

Look Up

Search by: Originating Location begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTCV	MONTCOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The Create Travel Authorization - Details page displays the Originating Location selected.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference

Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

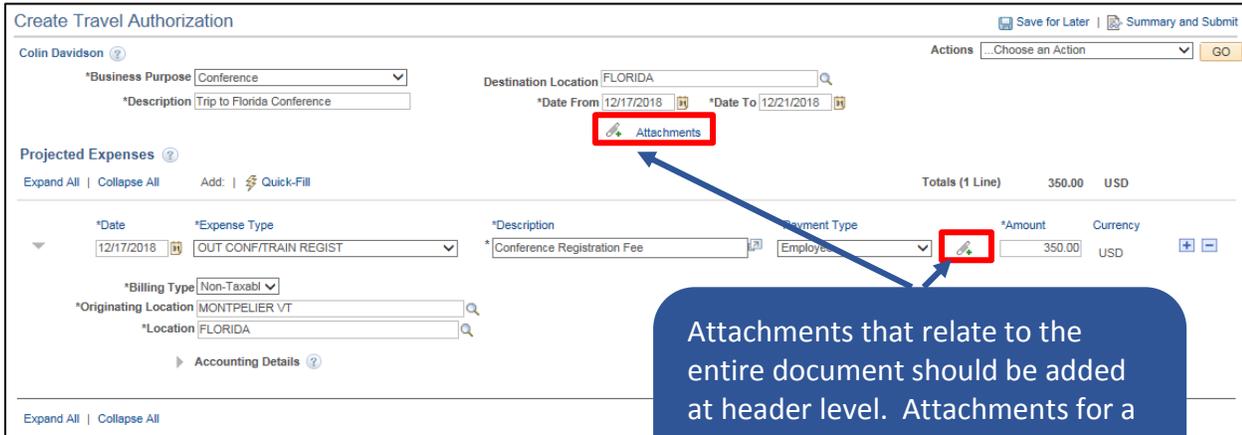
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

*Billing Type: Non-Taxabl
*Originating Location: MONTPELIER VT
*Location: FLORIDA

Totals (1 Line) 350.00 USD

Enter the estimated **Amount** for the expense type.

Attachments can be added to the travel authorization at the header or on the projected expense line.



Attachments that relate to the entire document should be added at header level. Attachments for a specific expense type should be added on the line.

Click the **Attachments** link or  icon.

The Travel Auth Attachments page displays.



Travel Authorization ID NEXT

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
View				

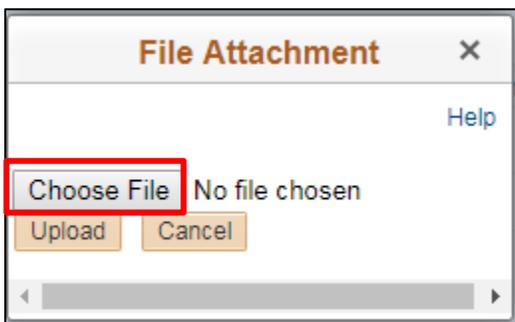
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Click the **Add Attachment** button.

The File Attachment page displays.



File Attachment

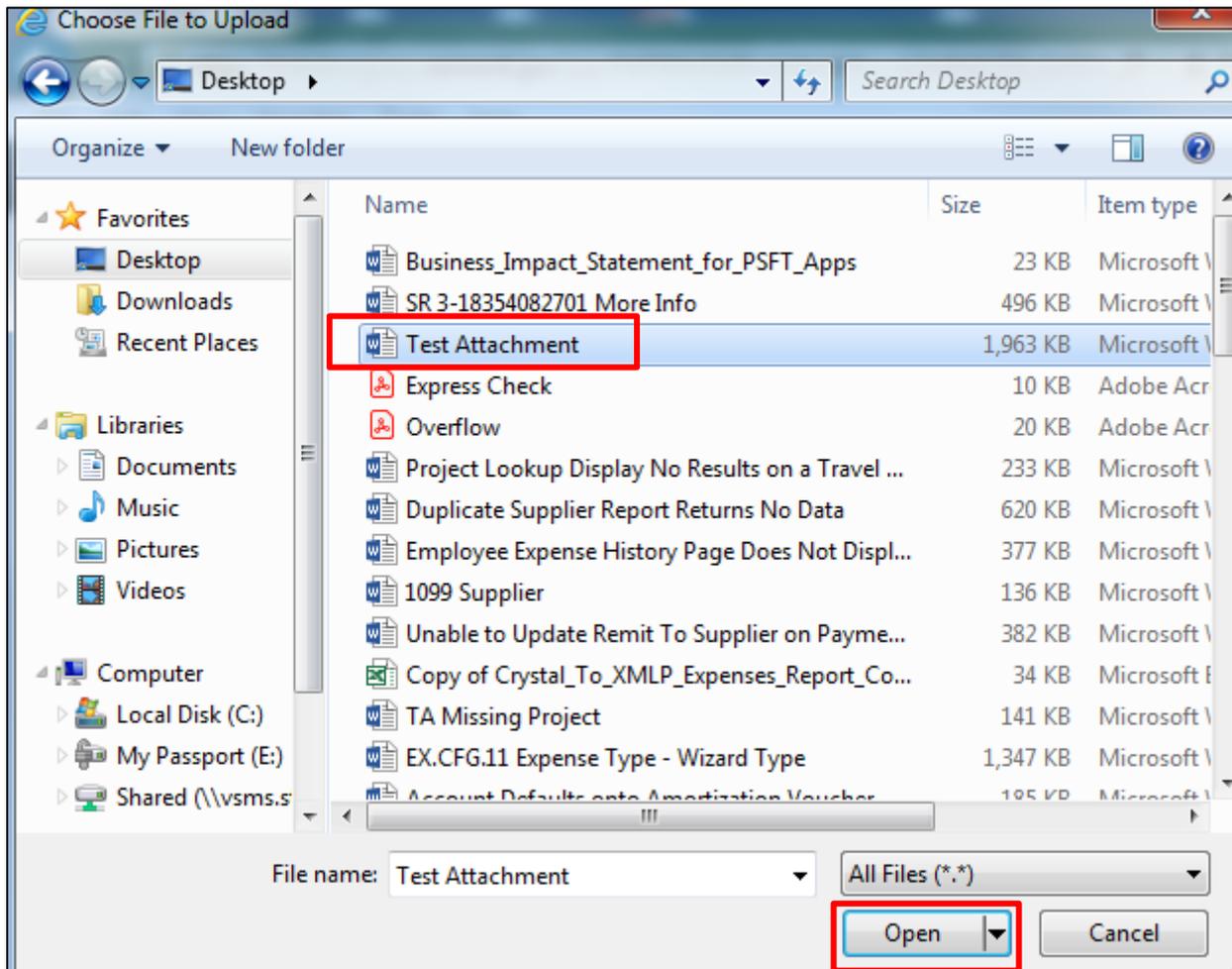
Help

Choose File No file chosen

Upload Cancel

Click the **Choose File** button.

The Choose File to Upload page displays.



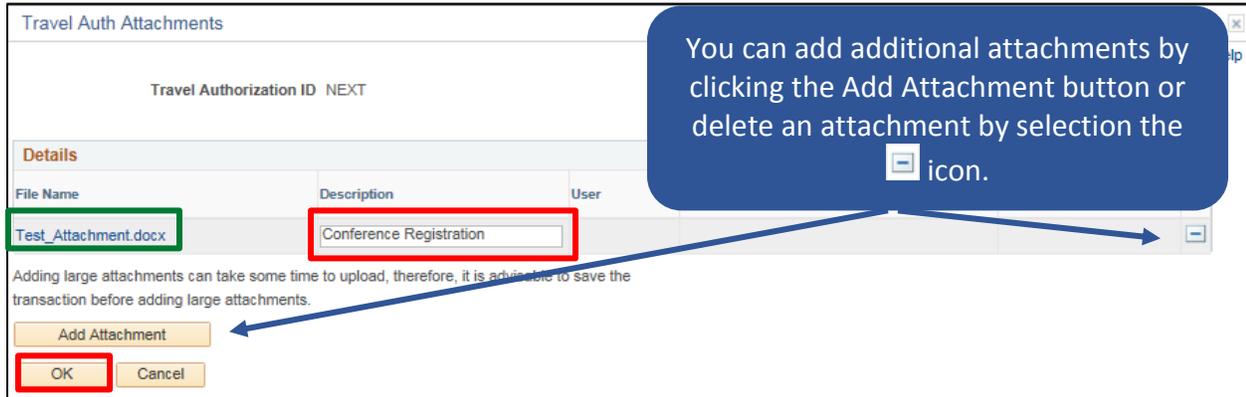
Select the file you want to attach and click the **Open** button.

The File Attachment page displays with the file path of the document.



Click the **Upload** button.

The Travel Auth Attachments page displays with the File Name as a link to the document.



Travel Auth Attachments

Travel Authorization ID NEXT

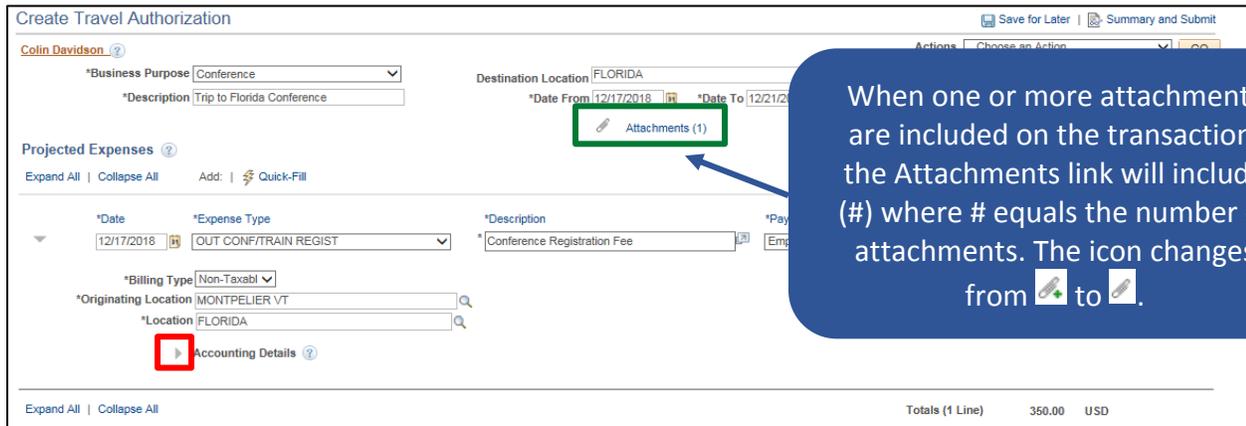
Details

File Name	Description	User
Test_Attachment.docx	Conference Registration	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The Create Travel Authorization - Details displays. The Attachment link and icon are updated.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference
Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

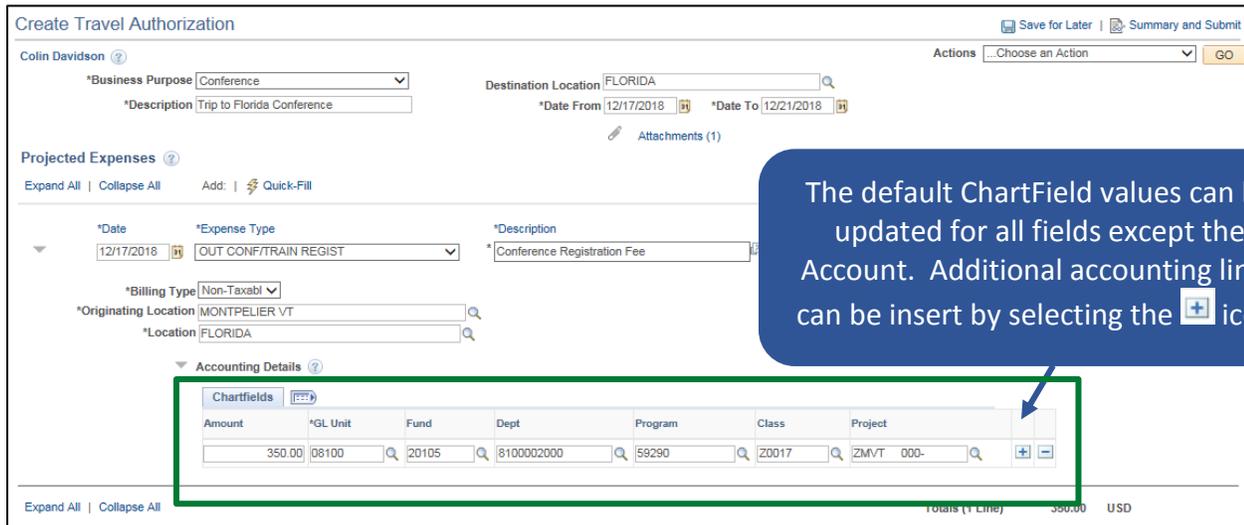
*Date	*Expense Type	*Description	*Pay
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Em

*Billing Type: Non-Taxabl
*Originating Location: MONTPELIER VT
*Location: FLORIDA

Totals (1 Line) 350.00 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines **▶** icon.

The Accounting Details section expands and the ChartFields for the line display.



Save for Later | Summary and Submit

Colin Davidson

*Business Purpose: Conference | Destination Location: FLORIDA

*Description: Trip to Florida Conference | *Date From: 12/17/2018 | *Date To: 12/21/2018

Projected Expenses

*Date: 12/17/2018 | *Expense Type: OUT CONF/TRAIN REGIST | *Description: Conference Registration Fee

*Billing Type: Non-Taxabl | *Originating Location: MONTPELIER VT | *Location: FLORIDA

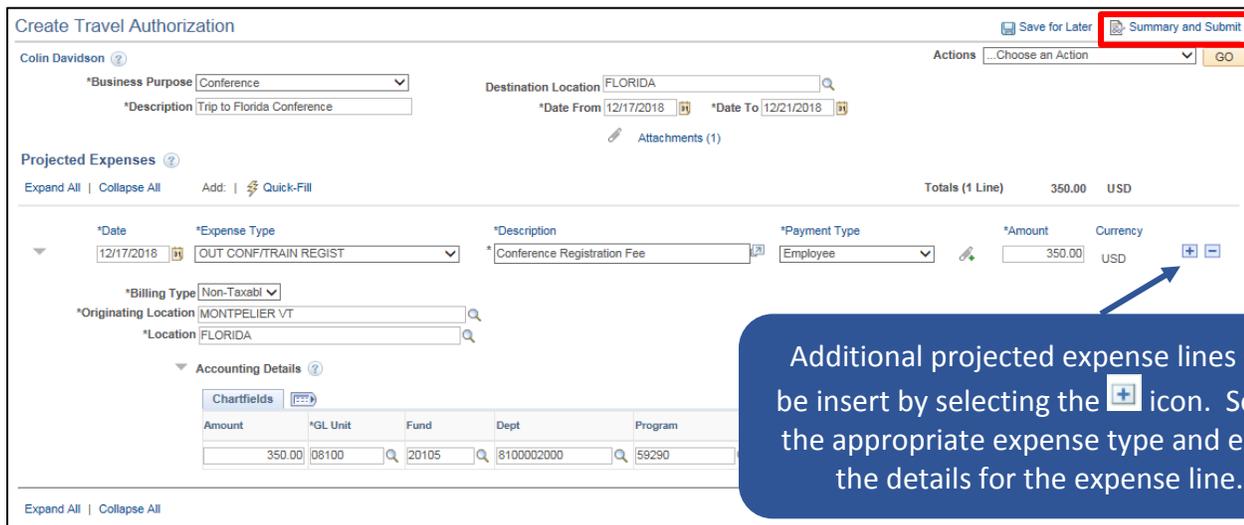
Accounting Details

Amount	*GL Unit	Fund	Dept	Program	Class	Project	
350.00	08100	20105	8100002000	58290	Z0017	ZMVT 000-	+ -

Totals (1 Line) 350.00 USD

The default ChartField values can be updated for all fields except the Account. Additional accounting lines can be insert by selecting the **+** icon.

The User Defaults on the employee’s profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.



Save for Later | Summary and Submit

Colin Davidson

*Business Purpose: Conference | Destination Location: FLORIDA

*Description: Trip to Florida Conference | *Date From: 12/17/2018 | *Date To: 12/21/2018

Projected Expenses

*Date: 12/17/2018 | *Expense Type: OUT CONF/TRAIN REGIST | *Description: Conference Registration Fee | *Payment Type: Employee | *Amount: 350.00 | Currency: USD

*Billing Type: Non-Taxabl | *Originating Location: MONTPELIER VT | *Location: FLORIDA

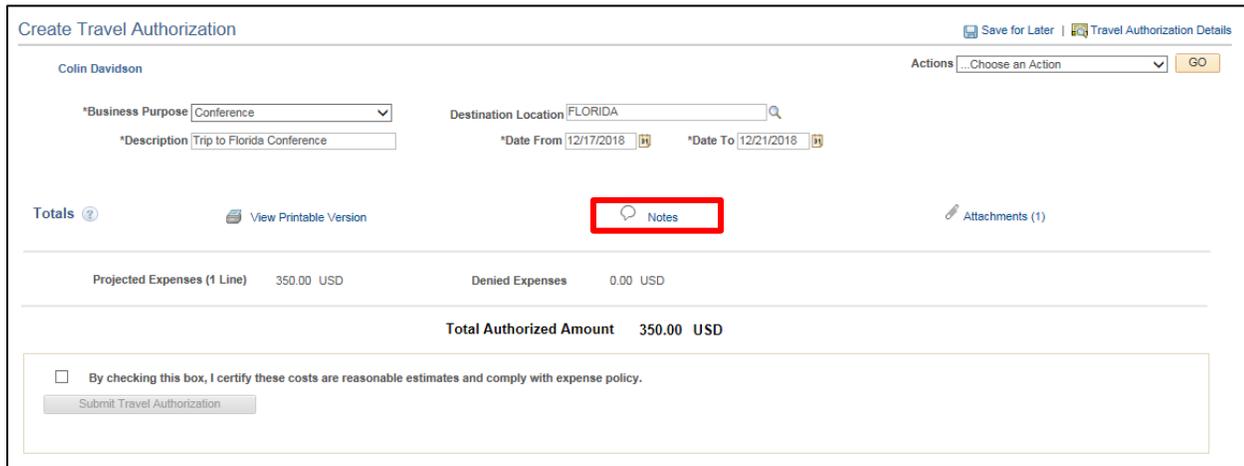
Accounting Details

Amount	*GL Unit	Fund	Dept	Program
350.00	08100	20105	8100002000	58290

Additional projected expense lines can be insert by selecting the **+** icon. Select the appropriate expense type and enter the details for the expense line.

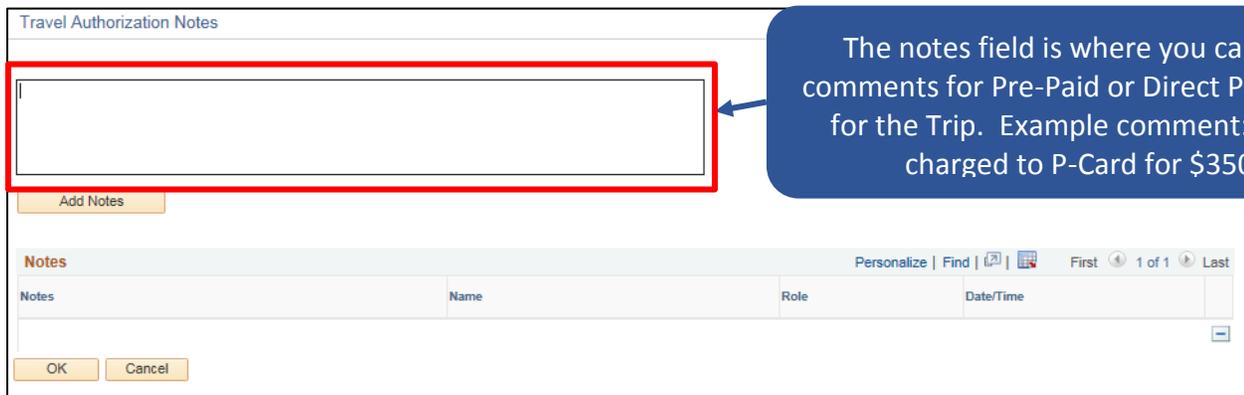
Click the **Summary and Submit** link.

The Create Travel Authorization – Submit page displays.



Click the **Notes** link.

The Travel Authorization Notes page displays.

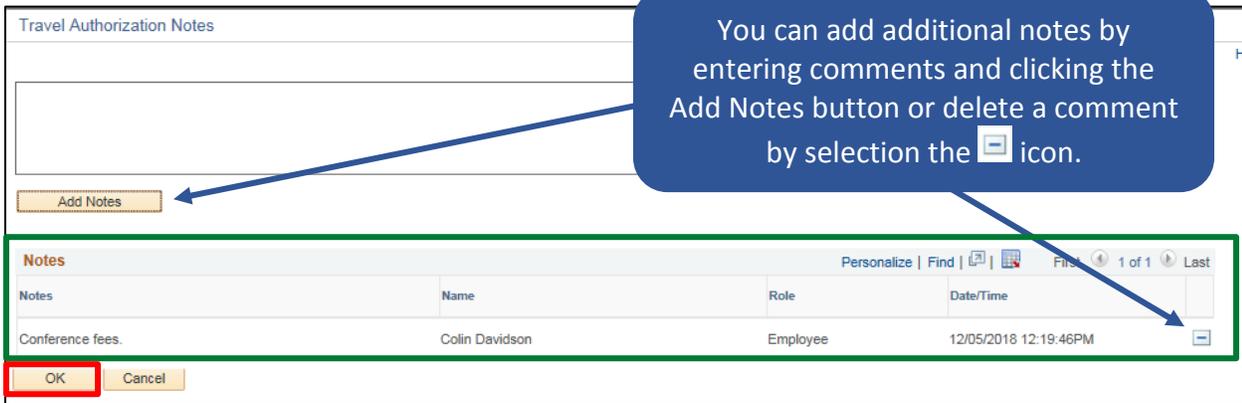


Enter **Comments**.



Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.



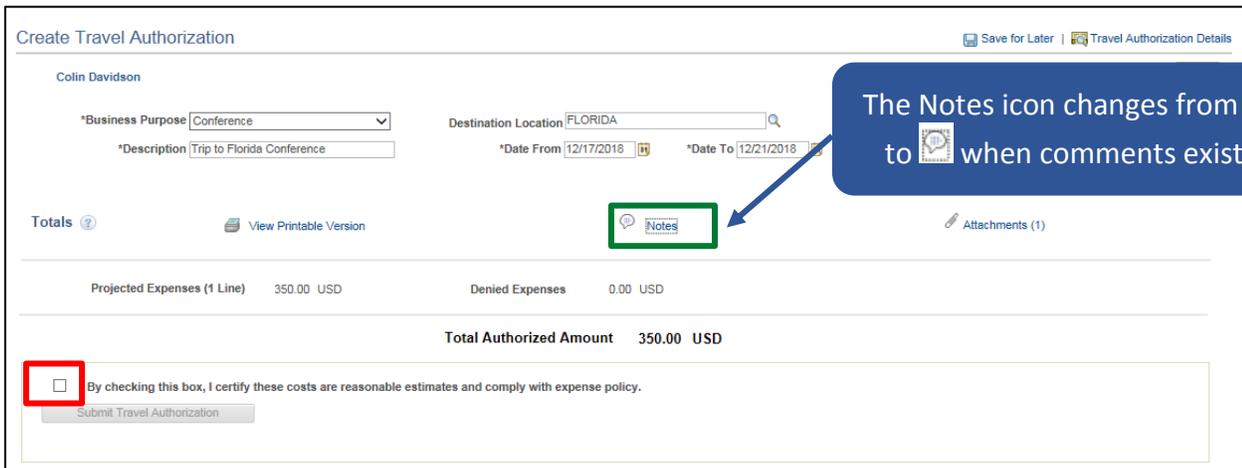
You can add additional notes by entering comments and clicking the Add Notes button or delete a comment by selection the  icon.

Notes	Name	Role	Date/Time
Conference fees.	Colin Davidson	Employee	12/05/2018 12:19:46PM

OK Cancel

Click the **OK** button.

The Create Travel Authorization – Submit page displays.

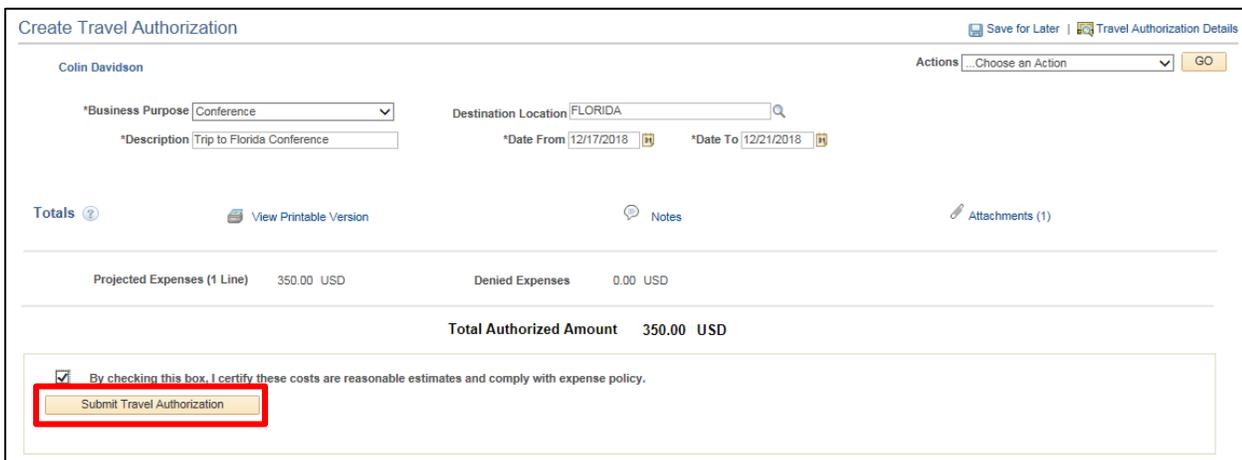


The Notes icon changes from  to  when comments exist.

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Select the **Certification** checkbox.

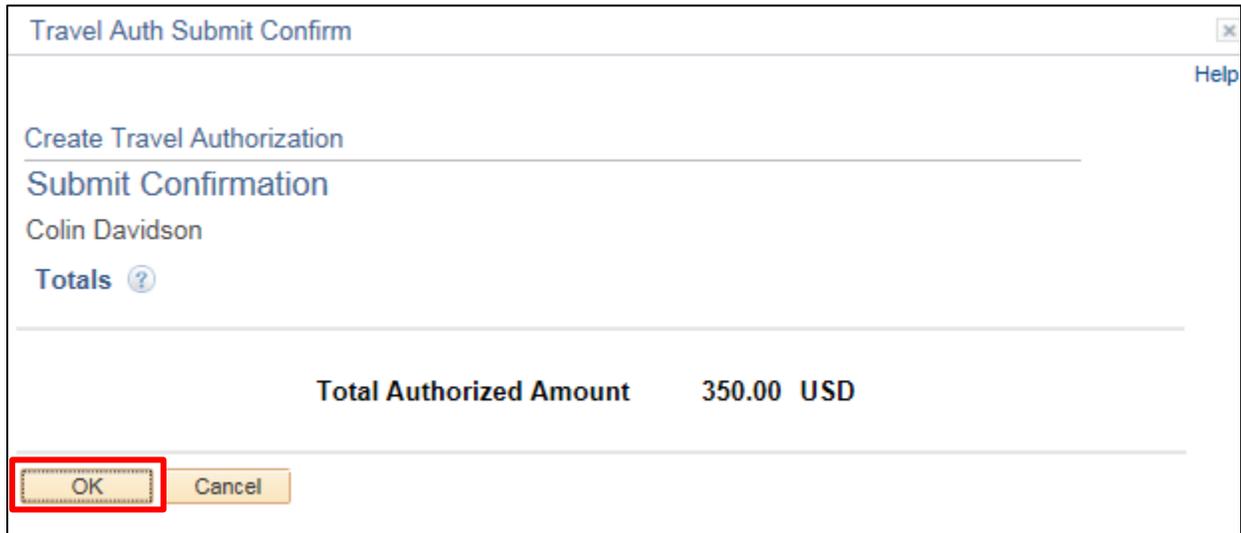


By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Click the **Submit Travel Authorization** button.

The Travel Authorization – Submit Confirmation page displays.



Travel Auth Submit Confirm

Help

Create Travel Authorization

Submit Confirmation

Colin Davidson

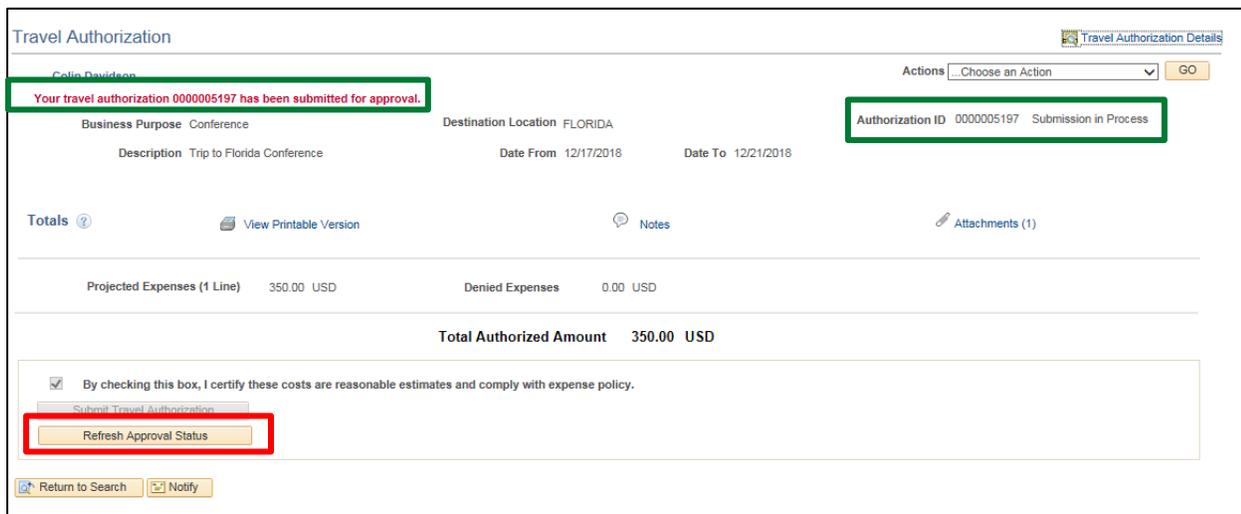
Totals ?

Total Authorized Amount 350.00 USD

OK Cancel

Click the **OK** button.

The View Travel Authorization page displays with the message 'Your travel authorization (TA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Authorization ID is assigned.



Travel Authorization

Travel Authorization Details

Colin Davidson

Actions ...Choose an Action GO

Your travel authorization 000005197 has been submitted for approval.

Authorization ID 000005197 Submission in Process

Business Purpose	Conference	Destination Location	FLORIDA
Description	Trip to Florida Conference	Date From	12/17/2018
		Date To	12/21/2018

Totals ? View Printable Version Notes Attachments (1)

Projected Expenses (1 Line) 350.00 USD Denied Expenses 0.00 USD

Total Authorized Amount 350.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Refresh Approval Status

Return to Search Notify

Click the **Refresh Approval Status** button.

The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the travel authorization, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

Travel Authorization
[Travel Authorization Details](#)

Colin Davidson

Business Purpose: Conference

Description: Trip to Florida Conference

Destination Location: FLORIDA

Date From: 12/17/2018

Date To: 12/21/2018

Actions: Choose an Action GO

Authorization ID: 000000518 Submitted for Approval

Created: 12/05/2018 Colin Davidson

Last Updated: 12/05/2018 Colin Davidson

Totals ? View Printable Version

Projected Expenses (1 Line): 350.00 USD

Denied Expenses: 0.00 USD

Total Authorized Amount: 350.00 USD

Select the Withdraw Travel Authorization button if you need to make changes to a submitted travel authorization. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

By checking this box, I certify that the amounts are reasonable estimates and comply with expense policy.

Submit Travel Authorization Withdraw Travel Authorization

Submitted On: 12/05/2018

Approval History


 Submitted
Colin Davidson

➔


 EX Module Supervisor
Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/05/2018 12:21:28PM

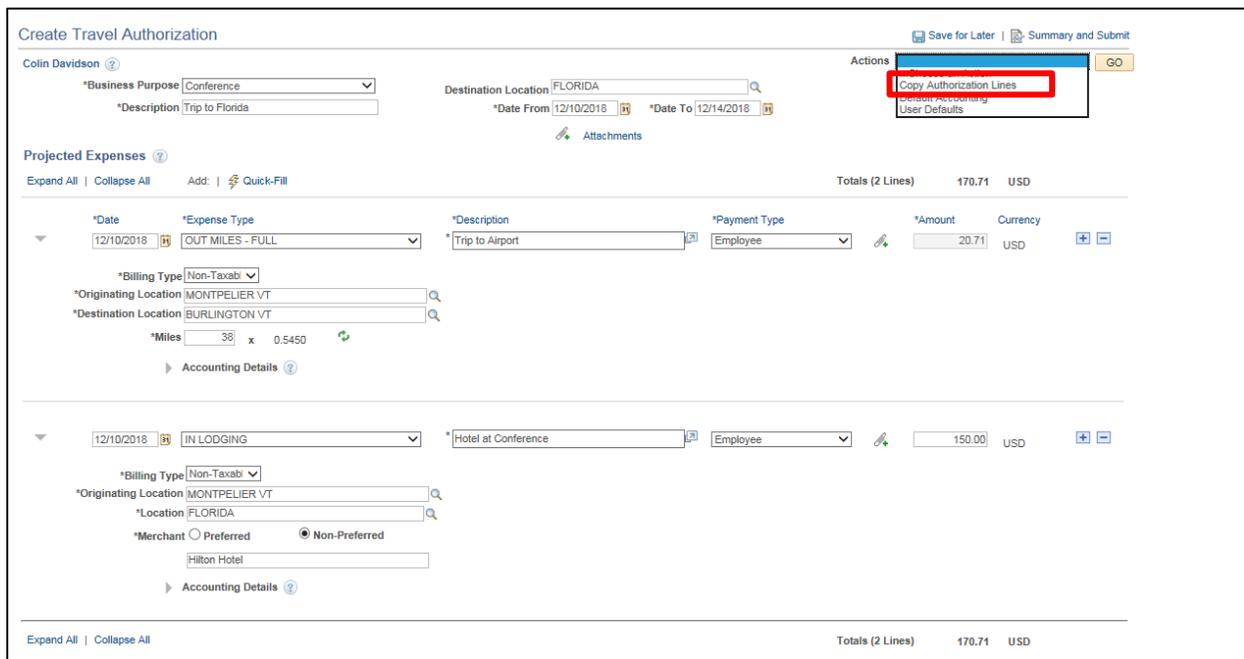
[Return to Search](#)
[Notify](#)

Copy an Expense Line for a Travel Authorization

Situations when this function is used: This functionality allows an employee to create one or multiple new lines by copying an existing line on a travel authorization.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



The screenshot displays the 'Create Travel Authorization' interface. At the top, the user 'Colin Davidson' is logged in. The form includes fields for 'Business Purpose' (Conference), 'Description' (Trip to Florida), 'Destination Location' (FLORIDA), 'Date From' (12/10/2018), and 'Date To' (12/14/2018). An 'Actions' dropdown menu is open, with 'Copy Authorization Lines' highlighted in red. Below the form, the 'Projected Expenses' section shows two lines:

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD

The 'Totals (2 Lines)' are 170.71 USD. The interface also includes options for 'Expand All', 'Collapse All', and 'Quick-Fill'.

Select the **Copy Authorization Lines** option from the Actions drop-down list.

Create Travel Authorization

Colin Davidson [?](#) Save for Later | Summary and Submit

*Business Purpose: Conference
 *Description: Trip to Florida
 Destination Location: FLORIDA
 *Date From: 12/10/2018 *Date To: 12/14/2018

Actions: Copy Authorization Lines **GO**

Projected Expenses [?](#)

Expand All | Collapse All Add: Quick-Fill Totals (2 Lines) 170.71 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Destination Location: BURLINGTON VT *Miles: 38 x 0.5450					
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD
*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Location: FLORIDA *Merchant: Preferred <input type="radio"/> Non-Preferred <input checked="" type="radio"/> Hilton Hotel					

Expand All | Collapse All Totals (2 Lines) 170.71 USD

Click the **Go** button.

The Copy Authorization Lines page displays.

Copy Authorization Lines Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date To Date:

Copy to Range of Dates From Date: To Date:

Include Weekends
 Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71 USD	
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD	

OK Cancel

Copy Authorization Lines Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date To Date: 12/14/2018

Copy to Range of Dates From Date: To Date: Include Weekends
 Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71	USD
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00	USD

Click the **Select** checkbox for the expense type you want to copy.

Copy Authorization Lines Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date To Date: 12/14/2018

Copy to Range of Dates From Date: To Date: Include Weekends
 Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71	USD
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00	USD

Click the **OK** button.

The Create Travel Authorization – Details page displays with the copied line.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson Actions Copy Authorization Lines GO

*Business Purpose Conference Destination Location FLORIDA
*Description Trip to Florida *Date From 12/10/2018 *Date To 12/14/2018
[Attachments](#)

Projected Expenses Totals (3 Lines) 191.42 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD
12/14/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD

Line 1 Details (12/10/2018):
*Billing Type Non-Taxabi
*Originating Location MONTPELIER VT
*Destination Location BURLINGTON VT
*Miles 38 x 0.5450
Accounting Details

Line 2 Details (12/10/2018):
*Billing Type Non-Taxabi
*Originating Location MONTPELIER VT
*Location FLORIDA
*Merchant Preferred Non-Preferred
Hilton Hotel
Accounting Details

Line 3 Details (12/14/2018):
*Billing Type Non-Taxabi
*Originating Location MONTPELIER VT
*Destination Location BURLINGTON VT
*Miles 38 x 0.5450
Accounting Details

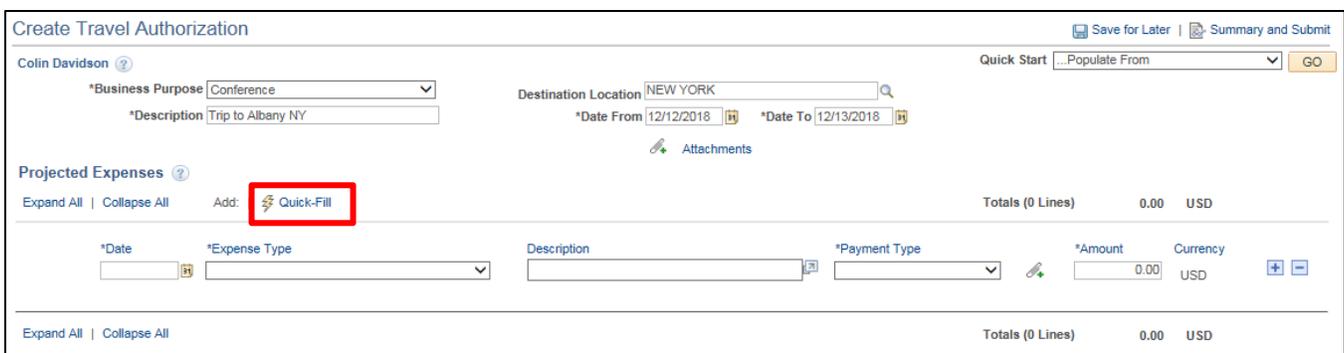
Make any necessary updates to the copied line.

Create Expense Lines Using Quick-Fill

Situations when this function is used: Another way to save time when creating expense lines is to use Quick-Fill. This functionality enables an employee to add one or multiple lines to a travel authorization by selecting the appropriate expense type and specifying the date or date range for the expense. You will then enter the remaining information that pertains to each expense type.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



The screenshot shows the 'Create Travel Authorization' interface. At the top, there are fields for 'Colin Davidson', 'Business Purpose' (Conference), 'Description' (Trip to Albany NY), 'Destination Location' (NEW YORK), and dates from 12/12/2018 to 12/13/2018. A 'Quick Start' dropdown is set to 'Populate From' with a 'GO' button. Below this is the 'Projected Expenses' section, which includes an 'Add:' button with a 'Quick-Fill' link highlighted in a red box. The table below shows a single line with a date field, an expense type dropdown, a description field, a payment type dropdown, and an amount of 0.00 USD. The table is currently empty, showing 'Totals (0 Lines)'.

Select the **Quick-Fill** link.

The Quick-Fill page displays with a list of the expense types. The From and To dates default based on the Date From and Date To dates entered on the Create Travel Authorization – Details page.

Quick-Fill Help

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From To

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	AGRIC HORT WILDLIFE
<input type="checkbox"/>	<input type="checkbox"/>	AUTO REPAIRS
<input type="checkbox"/>	<input type="checkbox"/>	AUTO SUPPLIES
<input type="checkbox"/>	<input type="checkbox"/>	BOOKS SUBSCRIPTIONS LIB-ED
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATION PEST/HERBICIDE
<input type="checkbox"/>	<input type="checkbox"/>	CLOTHING
<input type="checkbox"/>	<input type="checkbox"/>	Client Meetings-Econ Dev Only
<input type="checkbox"/>	<input type="checkbox"/>	DATA WIRELESS MOBILE
<input type="checkbox"/>	<input type="checkbox"/>	DOC 75% PER DIEM OUTST
<input type="checkbox"/>	<input type="checkbox"/>	DOC FULL PER DIEM OUTST

The defaulted date range should be updated to ensure the lines are created with the appropriate dates but the date on the line must be within the date range specified on the Create Travel Authorization – Details page.

Use the scroll bar to view more expense types.

A single line for the selected expense type is created using the first day in the date range when the One Day checkbox is selected. If the All Days checkbox is selected, a line is created for each day in the date range.

Quick-Fill Help

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From To

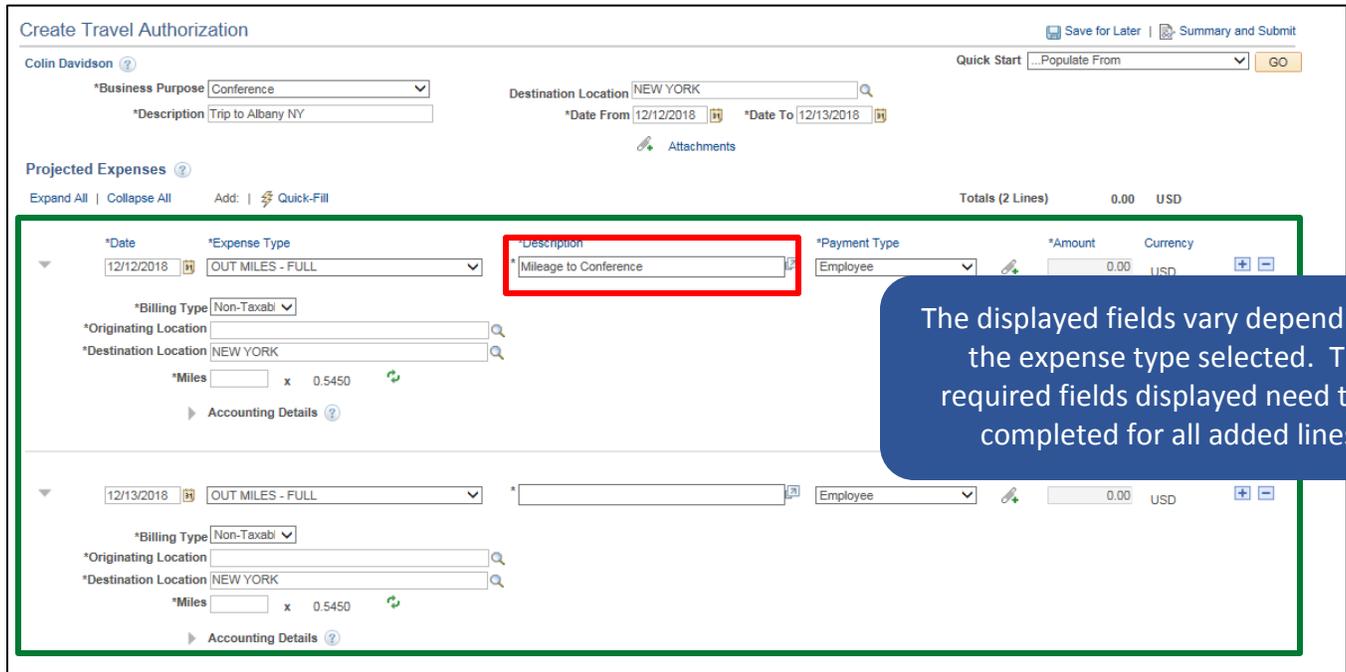
Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	OUT LODGING
<input type="checkbox"/>	<input type="checkbox"/>	OUT LUNCH
<input type="checkbox"/>	<input type="checkbox"/>	OUT MILEAGE ADAPT VAN
<input type="checkbox"/>	<input checked="" type="checkbox"/>	OUT MILES - FULL
<input type="checkbox"/>	<input type="checkbox"/>	OUT MILES REDUCED RATE
<input type="checkbox"/>	<input type="checkbox"/>	OUT TRANSPORT OTHER
<input type="checkbox"/>	<input type="checkbox"/>	OUT VEHICLE RENTAL
<input type="checkbox"/>	<input type="checkbox"/>	PHONE SERVICE - CELL
<input type="checkbox"/>	<input type="checkbox"/>	PHONE SVC NON-CELL
<input type="checkbox"/>	<input type="checkbox"/>	PHOTOCOPIES

Click the **Select** checkbox next to the expense type you are adding to the travel authorization.

Click the **OK** button.

The Create Travel Authorization – Details page displays. Lines are created for the expense types selected. A single line is created when One Day was selected, and multiple lines are created when All Days was selected.



Save for Later | Summary and Submit

Colin Davidson ?

*Business Purpose: Conference

*Description: Trip to Albany NY

Destination Location: NEW YORK

*Date From: 12/12/2018 | *Date To: 12/13/2018

Attachments

Quick Start: ...Populate From | GO

Projected Expenses ?

Expand All | Collapse All | Add: | Quick-Fill

Totals (2 Lines) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	0.00	USD
12/13/2018	OUT MILES - FULL		Employee	0.00	USD

*Billing Type: Non-Taxabl

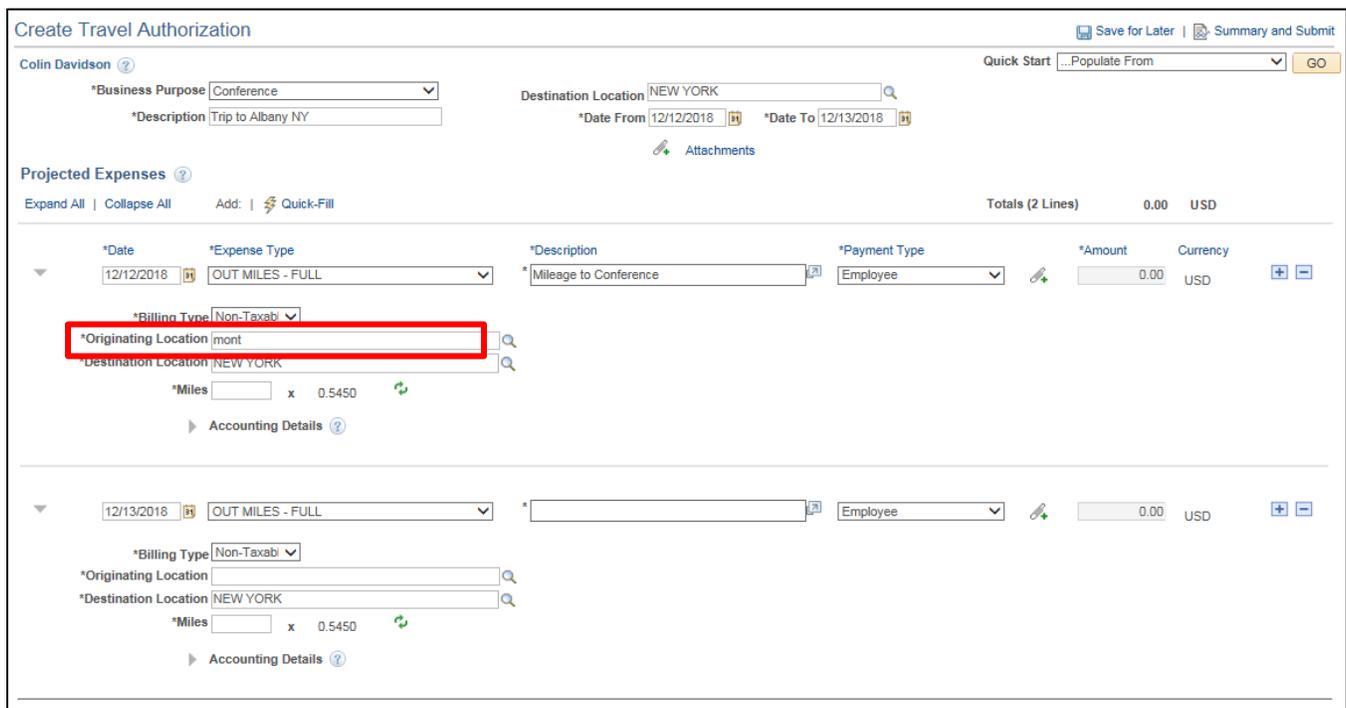
*Originating Location: | *Destination Location: NEW YORK

*Miles: x 0.5450

Accounting Details ?

The displayed fields vary depending on the expense type selected. The required fields displayed need to be completed for all added lines.

Enter an explanation of the expense in the **Description** field on the line.



Save for Later | Summary and Submit

Colin Davidson ?

*Business Purpose: Conference

*Description: Trip to Albany NY

Destination Location: NEW YORK

*Date From: 12/12/2018 | *Date To: 12/13/2018

Attachments

Quick Start: ...Populate From | GO

Projected Expenses ?

Expand All | Collapse All | Add: | Quick-Fill

Totals (2 Lines) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	0.00	USD
12/13/2018	OUT MILES - FULL		Employee	0.00	USD

*Billing Type: Non-Taxabl

*Originating Location: mont | *Destination Location: NEW YORK

*Miles: x 0.5450

Accounting Details ?

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Albany NY

Destination Location: NEW YORK

*Date From: 12/12/2018 *Date To: 12/13/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Date	Expense Type	Description	Payment Type	Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	0.00	USD
12/13/2018	OUT MILES - FULL		Employee	0.00	USD

Totals (2 Lines) 0.00 USD

Click the **Look Up** icon.

The Look Up page displays the locations that match your criteria.

Look Up

Search by: **Originating Location** begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTCY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The Create Travel Authorization - Details page displays the Originating Location selected.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson ? Quick Start ...Populate From GO

*Business Purpose Conference ▼ Destination Location NEW YORK 🔍
*Description Trip to Albany NY 🔍 *Date From 12/12/2018 📅 *Date To 12/13/2018 📅
Attachments

Projected Expenses ?
Expand All | Collapse All Add: Quick-Fill Totals (2 Lines) 92.65 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018 📅	OUT MILES - FULL ▼	Mileage to Conference 🔍	Employee ▼	92.65	USD
*Billing Type Non-Taxabl ▼ *Originating Location MONTPELIER VT 🔍 Destination Location NEW YORK 🔍 *Miles 170 x 0.5450 🔄 <a>Accounting Details ?					
12/13/2018 📅	OUT MILES - FULL ▼	 🔍	Employee ▼	0.00	USD
*Billing Type Non-Taxabl ▼ *Originating Location 🔍 *Destination Location NEW YORK 🔍 *Miles x 0.5450 🔄 <a>Accounting Details ?					

Expand All | Collapse All Totals (2 Lines) 92.65 USD

Enter the **Miles** for the line. The Amount automatically populates.

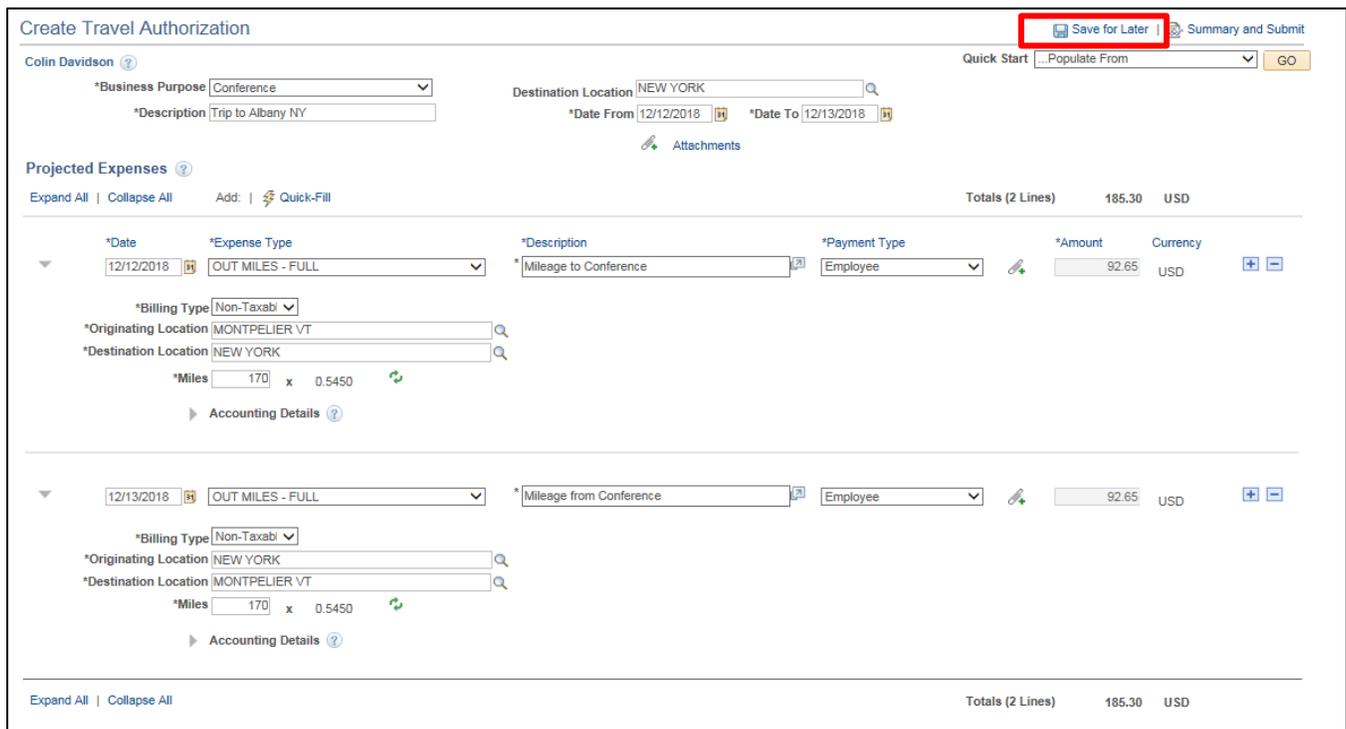
Enter the required fields for any additional lines added using Quick-Fill.

Save a Travel Authorization for Later

Situations when this function is used: When entering travel authorizations, it is important to **save often**. We recommend saving after every few lines to avoid losing any work. Travel Authorizations can also be saved and completed later, but it is important to remember they must be completed by month end.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Create Travel Authorization

Colin Davidson [?](#) [Save for Later](#) | [Summary and Submit](#)

Quick Start

*Business Purpose Destination Location
*Description *Date From *Date To
[Attachments](#)

Projected Expenses [?](#)

Expand All | Collapse All Add: [Quick-Fill](#) Totals (2 Lines) 185.30 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	92.65	USD
*Billing Type <input type="text" value="Non-Taxabi"/>		*Originating Location <input type="text" value="MONTPELIER VT"/>		*Destination Location <input type="text" value="NEW YORK"/>	
*Miles <input type="text" value="170"/> x 0.5450		Accounting Details			
12/13/2018	OUT MILES - FULL	Mileage from Conference	Employee	92.65	USD
*Billing Type <input type="text" value="Non-Taxabi"/>		*Originating Location <input type="text" value="NEW YORK"/>		*Destination Location <input type="text" value="MONTPELIER VT"/>	
*Miles <input type="text" value="170"/> x 0.5450		Accounting Details			

Expand All | Collapse All Totals (2 Lines) 185.30 USD

Click the [Save for Later](#) link.

The Modify Travel Authorization – Details page displays. The Authorization ID is assigned, and the Status is ‘Pending’.

Modify Travel Authorization
[Save for Later](#) | [Summary and Submit](#)

Colin Davidson
 Actions ...Choose an Action GO

*Business Purpose Destination Location
 *Description *Date From *Date To

Authorization ID 0000005199 Pending

[Attachments](#)

Projected Expenses

Expand All | Collapse All Add: | [Quick-Fill](#) Totals (2 Lines) 185.30 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	92.65	USD
*Billing Type <input type="text" value="Non-Taxabl"/> *Originating Location <input type="text" value="MONTPELIER VT"/> *Destination Location <input type="text" value="NEW YORK"/> *Miles <input type="text" value="170"/> x 0.5450					
Accounting Details					
12/13/2018	OUT MILES - FULL	Mileage from Conference	Employee	92.65	USD
*Billing Type <input type="text" value="Non-Taxabl"/> *Originating Location <input type="text" value="NEW YORK"/> *Destination Location <input type="text" value="MONTPELIER VT"/> *Miles <input type="text" value="170"/> x 0.5450					
Accounting Details					

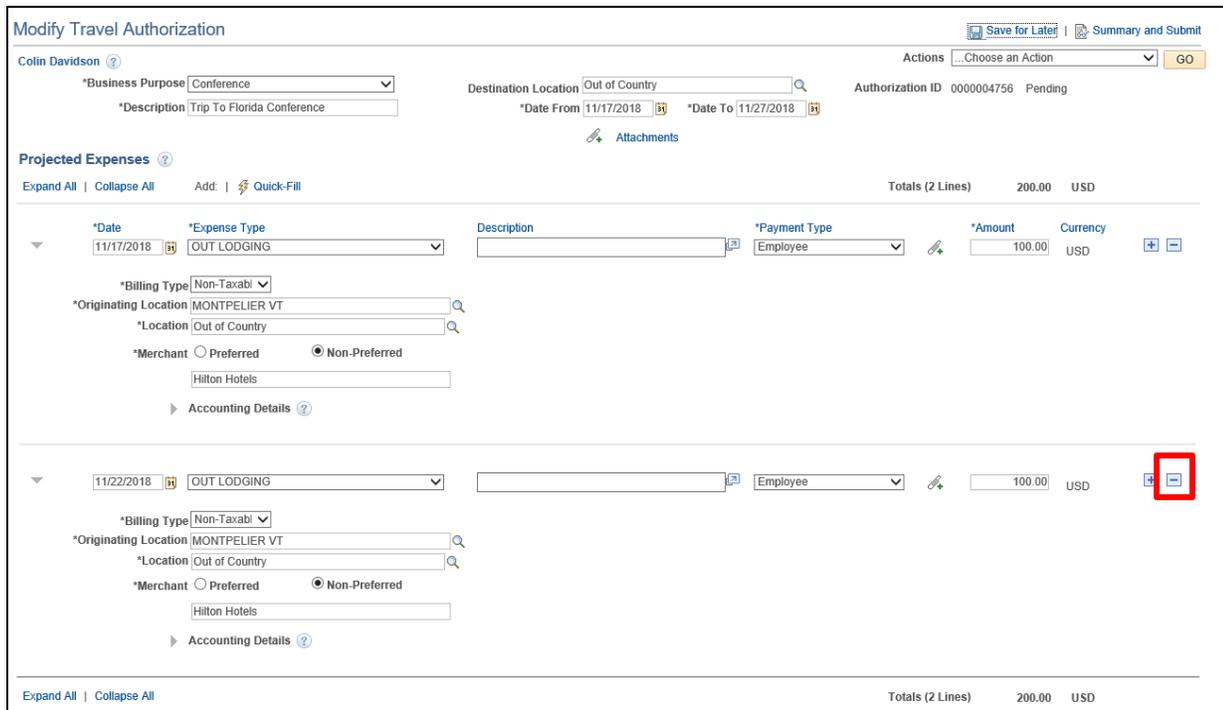
Totals (2 Lines) 185.30 USD

Delete expense line(s) for a Travel Authorization

Situations when this function is used: Expense lines can be deleted when creating a new travel authorization or when modifying an existing travel authorization.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Click the **Delete**  icon for the expense line you want to delete.

The Travel Authorization – Delete Confirmation page displays.



Click the **OK** button.

The Modify Travel Authorization – Details page displays, and line will no longer exist on the travel authorization.

Modify Travel Authorization [Save for Later](#) | [Summary and Submit](#)

Colin Davidson Actions: ...Choose an Action GO

*Business Purpose: Conference Destination Location: Out of Country Authorization ID: 0000004756 Pending

*Description: Trip To Florida Conference *Date From: 11/17/2018 *Date To: 11/27/2018

[Attachments](#)

Projected Expenses Totals (1 Line) 100.00 USD

Expand All | Collapse All Add: | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
11/17/2018	OUT LODGING		Employee	100.00	USD	+ -

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

*Location: Out of Country

*Merchant: Preferred Non-Preferred

Hilton Hotels

[Accounting Details](#)

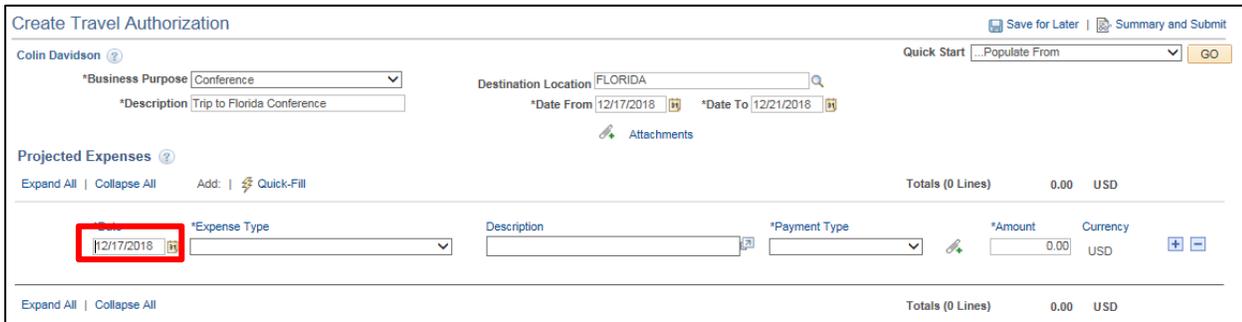
Expand All | Collapse All Totals (1 Line) 100.00 USD

Add Lodging Expenses (Only when P-Card or Direct Bill is not possible)

Situations when this function is used: Every effort should be made to use a P-Card or direct supplier payment for lodging to avoid the need for reimbursement. Add a Lodging expense type when a P-Card or direct bill is not possible.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



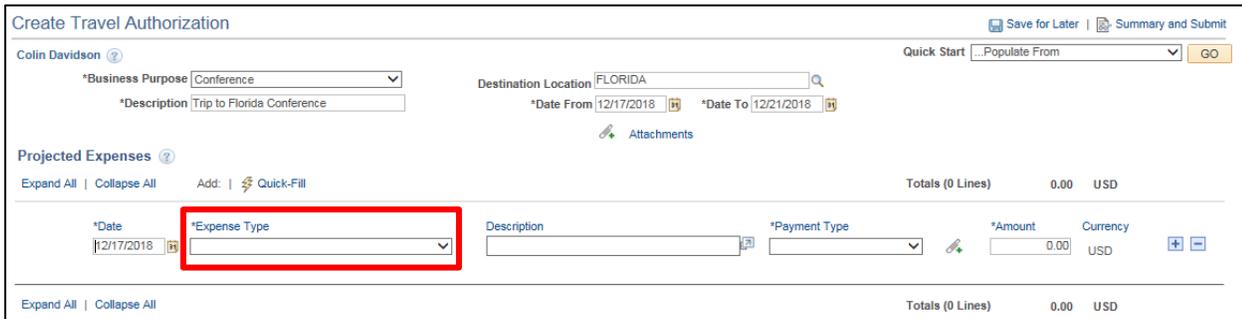
Create Travel Authorization Save for Later | Summary and Submit
 Colin Davidson Quick Start ...Populate From
 *Business Purpose: Conference Destination Location: FLORIDA
 *Description: Trip to Florida Conference *Date From: 12/17/2018 *Date To: 12/21/2018
 Attachments

Projected Expenses Totals (0 Lines) 0.00 USD
 Expand All | Collapse All Add:

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018				0.00	USD

Expand All | Collapse All Totals (0 Lines) 0.00 USD

In the Projected Expenses section, enter the estimated **Date** of the expense.



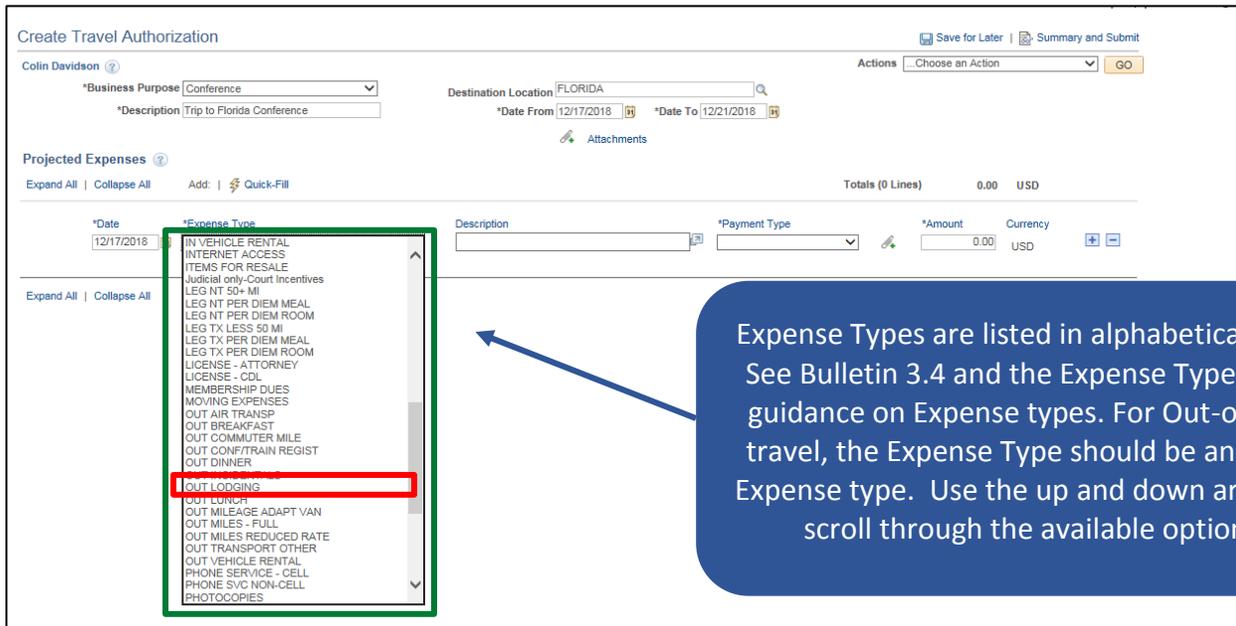
Create Travel Authorization Save for Later | Summary and Submit
 Colin Davidson Quick Start ...Populate From
 *Business Purpose: Conference Destination Location: FLORIDA
 *Description: Trip to Florida Conference *Date From: 12/17/2018 *Date To: 12/21/2018
 Attachments

Projected Expenses Totals (0 Lines) 0.00 USD
 Expand All | Collapse All Add:

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018				0.00	USD

Expand All | Collapse All Totals (0 Lines) 0.00 USD

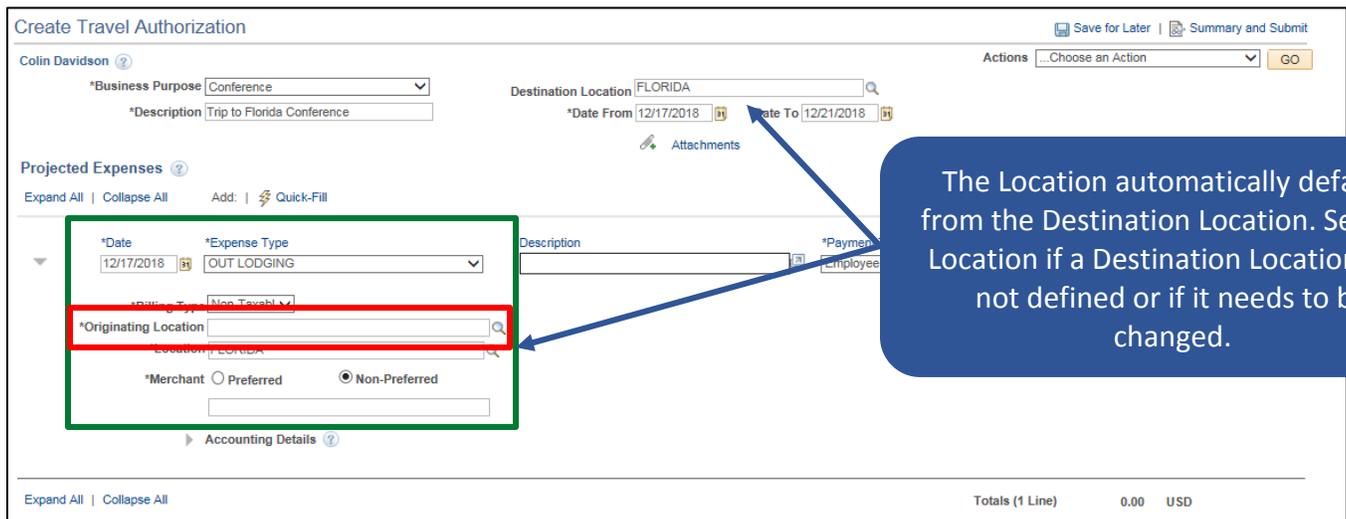
To choose the expense type, click the **Expense Type** drop-down to view the available expense types.



Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the **OUT LODGING** expense type from the list provided.

The expense type displays along with the additional fields that need to be populated.



The Location automatically defaults from the Destination Location. Select a Location if a Destination Location was not defined or if it needs to be changed.

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson Actions: Choose an Action

*Business Purpose: Conference
*Description: Trip to Florida Conference
Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018
[Attachments](#)

Projected Expenses Totals (1 Line) 0.00 USD

Expand All | Collapse All Add: [Quick-Fill](#)

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	0.00	USD

*Billing Type: Non-Taxabl
*Originating Location: mont 🔍
*Location: FLORIDA
[Accounting Details](#)

Expand All | Collapse All Totals (1 Line) 0.00 USD

Click the **Originating Location** look up  icon.

The Look Up page displays the locations that match your criteria.

Look Up Help

Search by: Originating Location begins with

[Advanced Lookup](#)

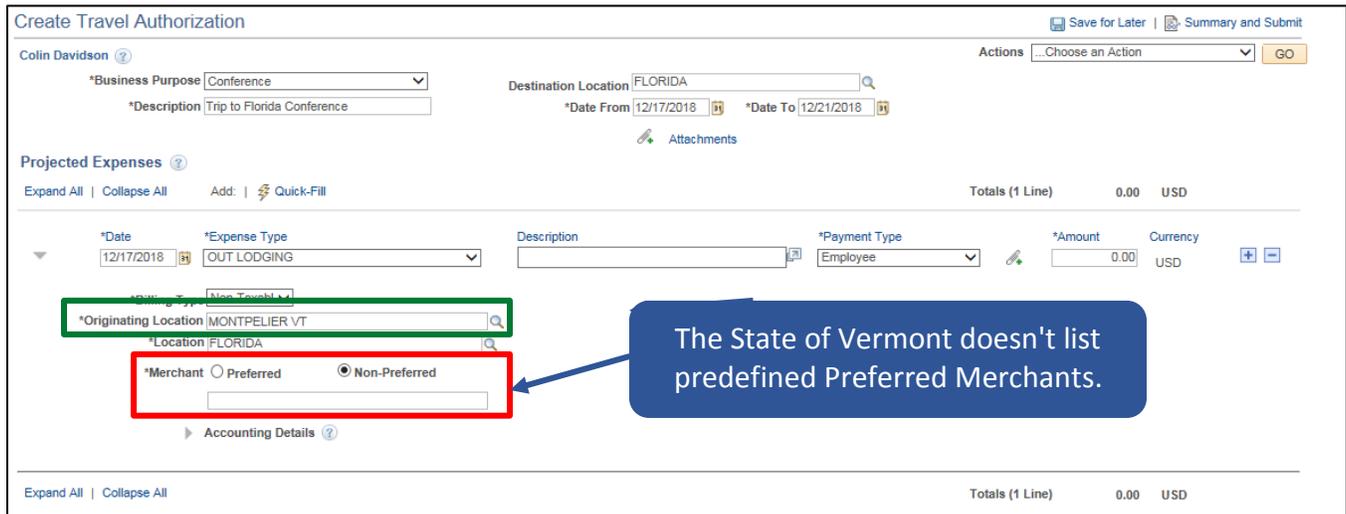
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTCY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The Create Travel Authorization - Details page displays the Originating Location selected.



Save for Later | Summary and Submit

Colin Davidson ? Actions ...Choose an Action GO

*Business Purpose Conference
*Description Trip to Florida Conference
Destination Location FLORIDA
*Date From 12/17/2018 *Date To 12/21/2018
Attachments

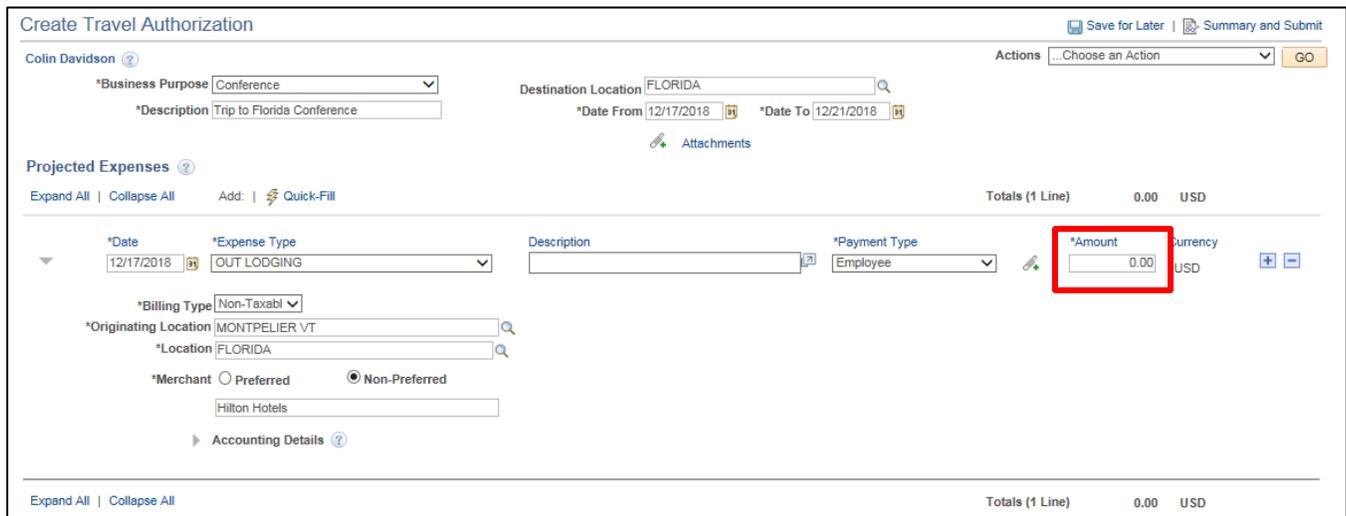
Projected Expenses ?
Expand All | Collapse All Add: Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	0.00	USD

*Billing Type Non-Taxabl
*Originating Location MONTPELIER VT
*Location FLORIDA
*Merchant Preferred Non-Preferred
Accounting Details ?

Expand All | Collapse All Totals (1 Line) 0.00 USD

Enter the place you will be staying into the **Non-Preferred Merchant** field.



Save for Later | Summary and Submit

Colin Davidson ? Actions ...Choose an Action GO

*Business Purpose Conference
*Description Trip to Florida Conference
Destination Location FLORIDA
*Date From 12/17/2018 *Date To 12/21/2018
Attachments

Projected Expenses ?
Expand All | Collapse All Add: Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	0.00	USD

*Billing Type Non-Taxabl
*Originating Location MONTPELIER VT
*Location FLORIDA
*Merchant Preferred Non-Preferred
Hilton Hotels
Accounting Details ?

Expand All | Collapse All Totals (1 Line) 0.00 USD

Enter the estimated **Amount** for the lodging for that night.

Create Travel Authorization

Colin Davidson [?](#)

***Business Purpose** Conference
***Description** Trip to Florida Conference

Destination Location FLORIDA
***Date From** 12/17/2018 ***Date To** 12/21/2018

[Attachments](#)

Projected Expenses [?](#)

Expand All | Collapse All Add: [Quick-Fill](#)

						Totals (0 Lines)	100.00	USD
*Date	*Expense Type	Description	*Payment Type	*Amount	Currency			
12/17/2018 <input type="text"/>	OUT LODGING <input type="text"/>	<input type="text"/>	Employee <input type="text"/>	100.00 <input type="text"/>	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Billing Type** Non-Taxabl

***Originating Location** MONTPELIER VT
***Location** FLORIDA

***Merchant** Preferred Non-Preferred
Hilton Hotel

[Accounting Details](#) [?](#)

Expand All | Collapse All

Totals (0 Lines) 100.00 USD

Actions Copy Authorization Lines

Copy the expense line to any additional dates you will be staying overnight by selecting the **Copy Authorization Lines** option in the Actions drop-down list and clicking the **GO** button. Make any necessary changes.

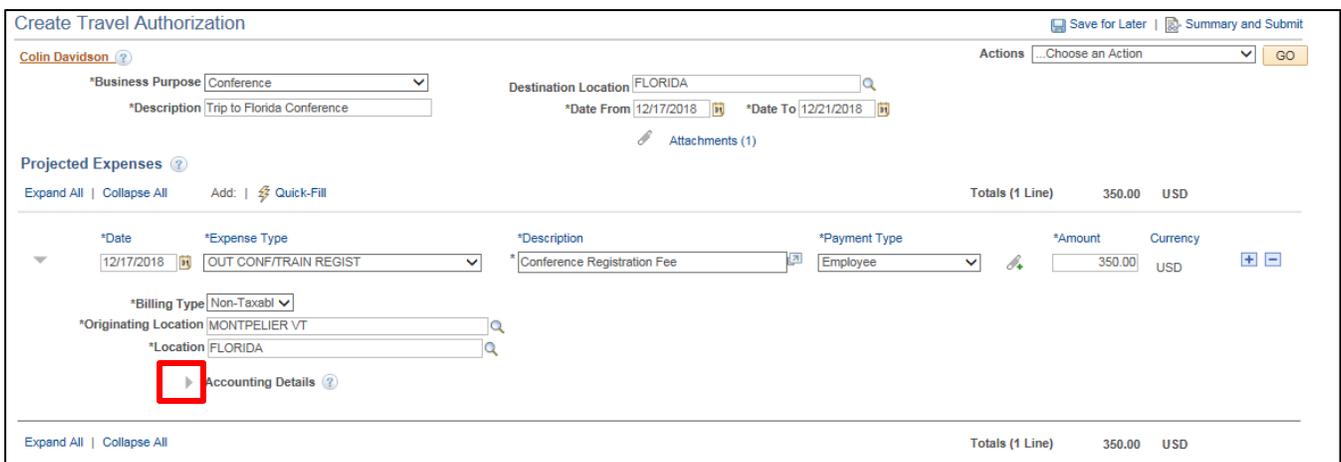
Verify/Change Accounting Detail for Projected Expense Line(s)

Situations when this function is used: While creating a travel authorization, you can review the accounting details (ChartFields) for each projected expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The Accounting Details section displays at the bottom of each expense line.



The screenshot shows the 'Create Travel Authorization' interface. At the top, there are fields for 'Business Purpose' (Conference), 'Description' (Trip to Florida Conference), 'Destination Location' (FLORIDA), and dates. Below this is a table of 'Projected Expenses' with one line item: 'Conference Registration Fee' for \$350.00. At the bottom of this line item, the 'Accounting Details' section is visible and highlighted with a red box. The interface includes various controls like 'Expand All', 'Collapse All', and 'Quick-Fill'.

Expand the **Accounting Details** section by clicking the Expand Accounting Lines ▶ icon.

The Accounting Details section expands and the ChartFields for the line display.

Additional accounting lines can be insert by selecting the + icon. A line can be deleted by selecting the - icon.

If the travel authorization has not been submitted for approval yet, the ChartFields are available to edit as needed. Please remember to Save for Later after making any changes if you are not ready to Submit for Approval.

NOTE: The GL Unit should never be changed. The Account defaults from the expense type and does not display.

At a minimum you must include a Fund and Dept value for each expense line.

You will receive combo edit errors if you try to save or submit a travel authorization and the Fund or Dept fields are blank.

If the Department is blank you will receive the following error message when you save or submit.

Message

Department selected on line 1, distribution 1 is not a valid department for the GL business unit. (10502,230)

The department selected does not exist or is inactive for the GL business unit.

OK

Click the **OK** button.

The Create Travel Authorization – Details page displays with the line and fields in error highlighted.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson Actions: ...Choose an Action **GO**

*Business Purpose: Conference | Destination Location: FLORIDA

*Description: Trip to Florida Conference | *Date From: 12/17/2018 | *Date To: 12/19/2018

Projected Expenses Totals (1 Line) 100.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	100.00	USD

*Billing Type: Non-Preferred | *Originating Location: MONTPELIER VT | *Location: Out of Country

*Merchant: Preferred Non-Preferred Hilton

Accounting Details

Amount	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100			59290	Z0017	ZMVT 000-

Totals (1 Line) 100.00 USD

The GL Unit field will highlight in Red if the Fund is missing. The Dept field will highlight Red if the Dept is missing. The icon displays on the line in error.

Click the **Missing or Invalid Information** icon.

The Authorization Line Errors page displays the errors on the line.

Authorization Line Errors Help

Please enter or update the following information:

Accounting Detail -- Department is not valid for the GL business unit on distribution line 1.

Combo error for fields ACCOUNT/ DEPTID/ FUND_CODE in group AC_FD_DEP.

Return

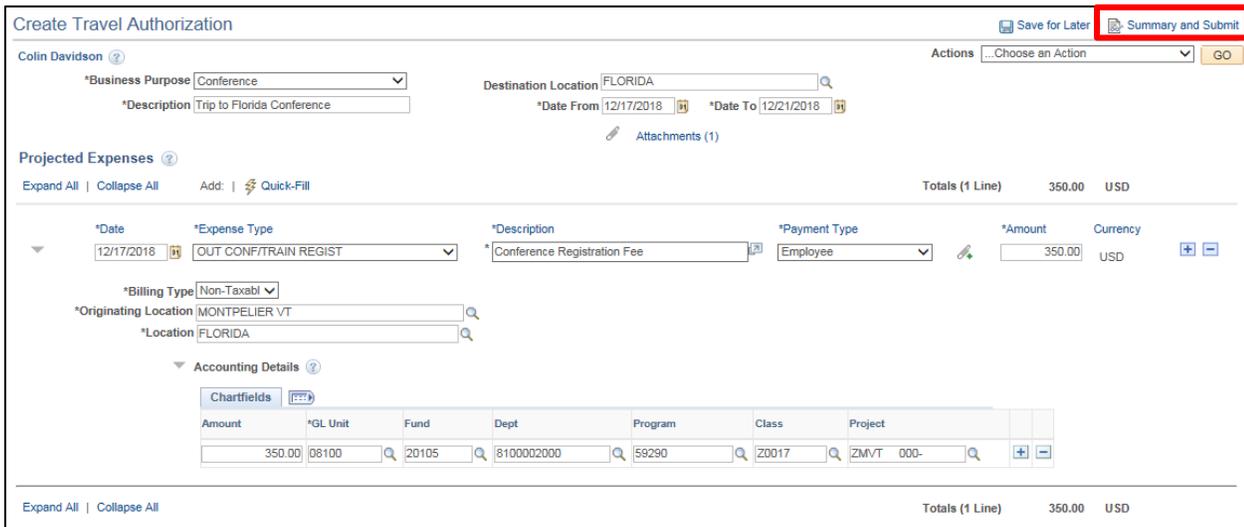
NOTE: Both messages display if the Department is missing. The Combo error message displays if the Fund is missing. The travel authorization can be saved for later if the Fund is missing but it cannot be submitted for approval until all errors are resolved. The travel authorization will not save if the Department is missing.

Submit for Approval

Situations when this function is used: Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip. After all the projected expense lines, attachments and notes have been added and the accounting information is verified the travel authorization is ready to be submitted for approval.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Colin Davidson ? Save for Later Summary and Submit

*Business Purpose: Conference | Destination Location: FLORIDA | *Date From: 12/17/2018 | *Date To: 12/21/2018

*Description: Trip to Florida Conference | Attachments (1)

Projected Expenses | Expand All | Collapse All | Add | Quick-Fill | Totals (1 Line) 350.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

*Billing Type: Non-Taxabl | *Originating Location: MONTPELIER VT | *Location: FLORIDA

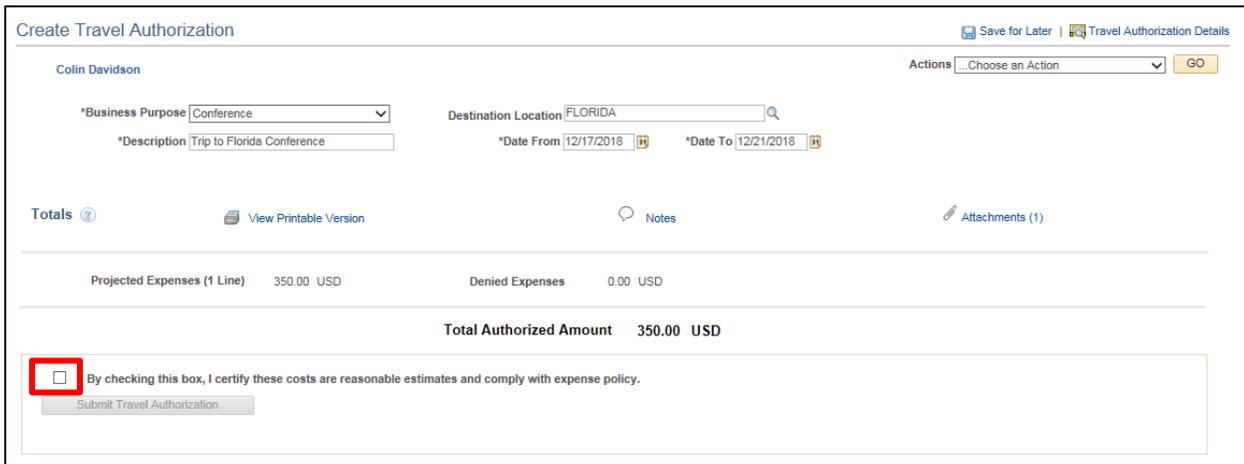
Accounting Details | Chartfields (???)

Amount	*GL Unit	Fund	Dept	Program	Class	Project
350.00	08100	20105	8100002000	59290	Z0017	ZMVT 000-

Expand All | Collapse All | Totals (1 Line) 350.00 USD

Click the **Summary and Submit** link.

The Create Travel Authorization – Submit page displays. **NOTE:** The Modify Travel Authorization – Submit page displays if you previously clicked the Save for Later link.



Colin Davidson ? Save for Later | Travel Authorization Details

*Business Purpose: Conference | Destination Location: FLORIDA | *Date From: 12/17/2018 | *Date To: 12/21/2018

*Description: Trip to Florida Conference

Totals | View Printable Version | Notes | Attachments (1)

Projected Expenses (1 Line)	350.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		350.00 USD	

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Review the certification message and select the **Certification** checkbox.

Create Travel Authorization Save for Later Travel Authorization Details

Colin Davidson Actions Choose an Action GO

*Business Purpose Conference Destination Location FLORIDA

*Description Trip to Florida Conference *Date From 12/17/2018 *Date To 12/21/2018

Totals View Printable Version Notes Attachments (1)

Projected Expenses (1 Line)	350.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		350.00 USD	

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Click the **Submit Travel Authorization** button.

The Travel Authorization – Submit Confirmation page displays.

Travel Auth Submit Confirm Help

Create Travel Authorization

Submit Confirmation

Colin Davidson

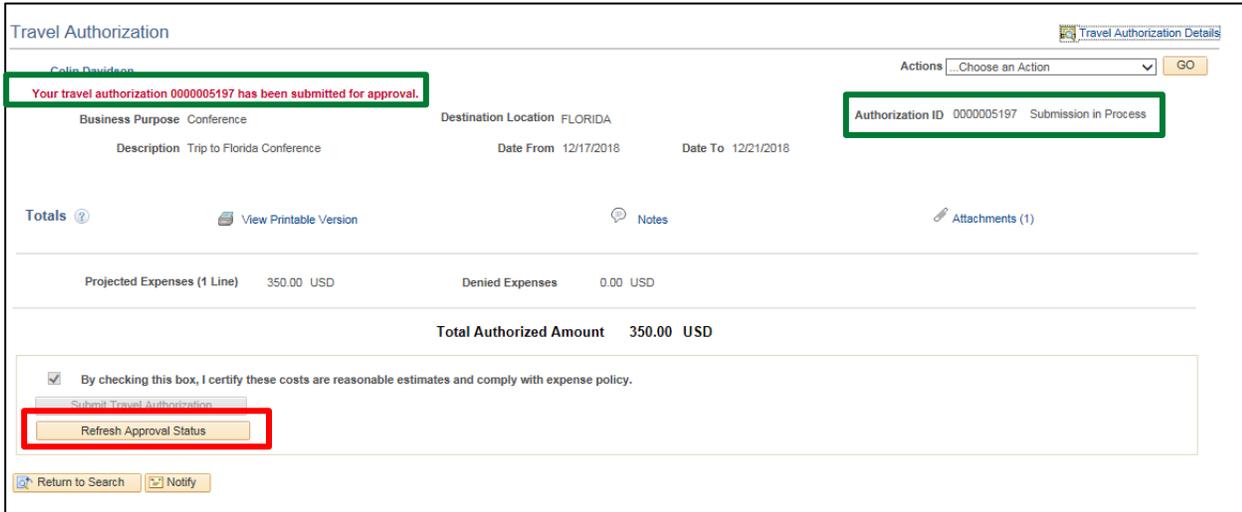
Totals ?

Total Authorized Amount	350.00 USD
--------------------------------	-------------------

OK Cancel

Click the **OK** button.

The View Travel Authorization page displays with the message 'Your travel authorization (TA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Authorization ID is assigned (if the travel authorization was not previously saved).



Travel Authorization [Travel Authorization Details](#)

Colin Davidson Actions: Choose an Action

Your travel authorization 0000005197 has been submitted for approval. **Authorization ID 0000005197 Submission in Process**

Business Purpose: Conference Destination Location: FLORIDA

Description: Trip to Florida Conference Date From: 12/17/2018 Date To: 12/21/2018

Totals

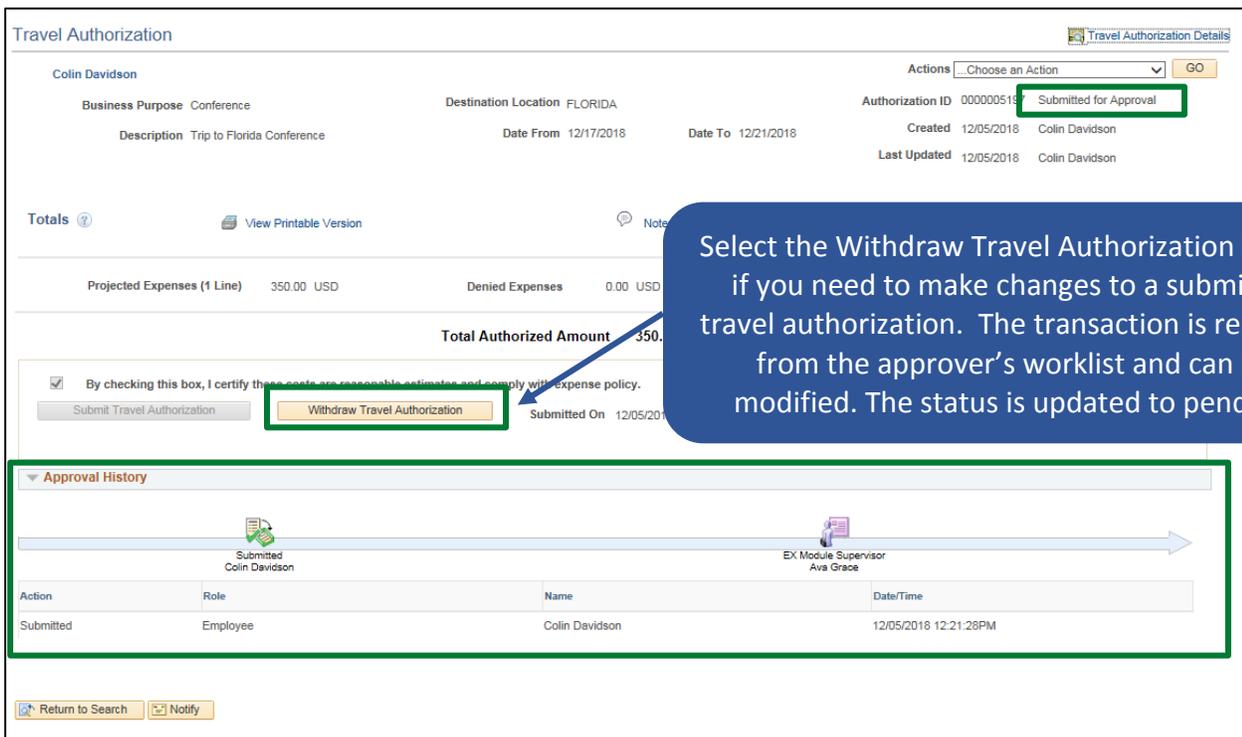
Projected Expenses (1 Line) 350.00 USD Denied Expenses 0.00 USD

Total Authorized Amount 350.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Click the **Refresh Approval Status** button.

The travel authorization has been routed to your supervisor for approval. The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the travel authorization, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.



Travel Authorization [Travel Authorization Details](#)

Colin Davidson Actions: Choose an Action

Business Purpose: Conference Destination Location: FLORIDA Authorization ID: 0000005197 **Submitted for Approval**

Description: Trip to Florida Conference Date From: 12/17/2018 Date To: 12/21/2018 Created: 12/05/2018 Colin Davidson

Last Updated: 12/05/2018 Colin Davidson

Totals

Projected Expenses (1 Line) 350.00 USD Denied Expenses 0.00 USD

Total Authorized Amount 350.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Approval History

Submitted Colin Davidson → EX Module Supervisor Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/05/2018 12:21:28PM

Select the Withdraw Travel Authorization button if you need to make changes to a submitted travel authorization. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

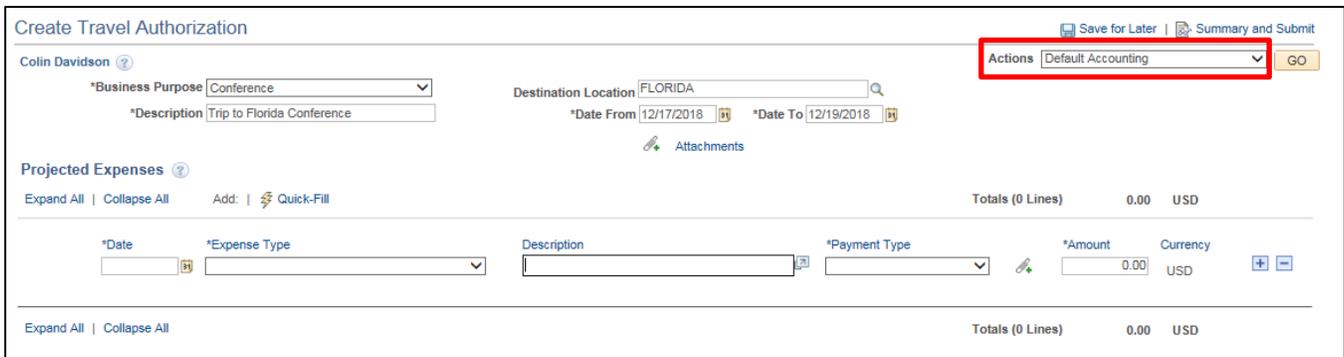
Change Default Accounting for Travel Authorization

Situations when this function is used: All employees have default accounting set up that will automatically pull into expense transactions. Use this functionality if you have split funding, or your accounting information is going to be different than your default accounting.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

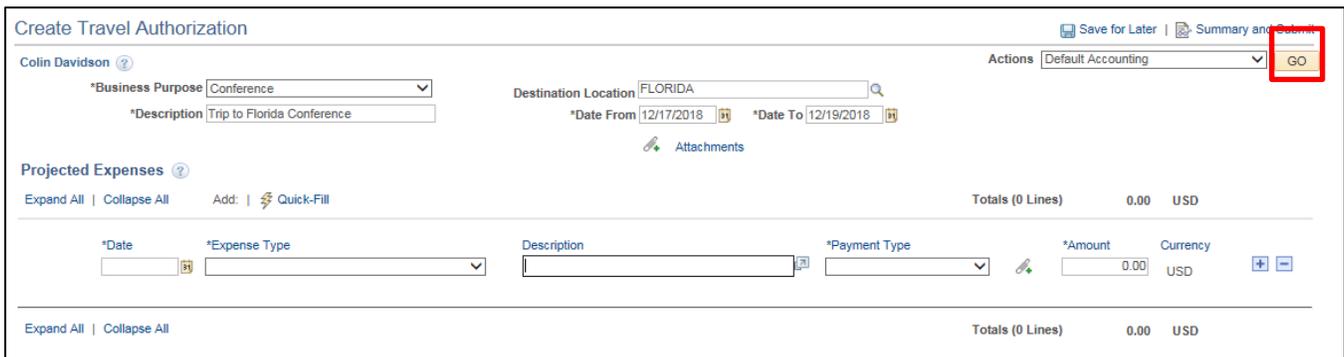
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

NOTE: It is recommended that you change the default accounting prior to adding expense lines. Changes to the default accounting will automatically default onto existing lines as long as the ChartField information was not manually updated in the Accounting Details section. Any manual updates are retained.



The screenshot shows the 'Create Travel Authorization' form for Colin Davidson. The 'Business Purpose' is 'Conference' and the 'Description' is 'Trip to Florida Conference'. The 'Destination Location' is 'FLORIDA'. The 'Date From' is '12/17/2018' and the 'Date To' is '12/19/2018'. The 'Projected Expenses' section is empty, showing a total of 0.00 USD. The 'Actions' dropdown menu is highlighted with a red box and shows 'Default Accounting' selected. The 'GO' button is also visible.

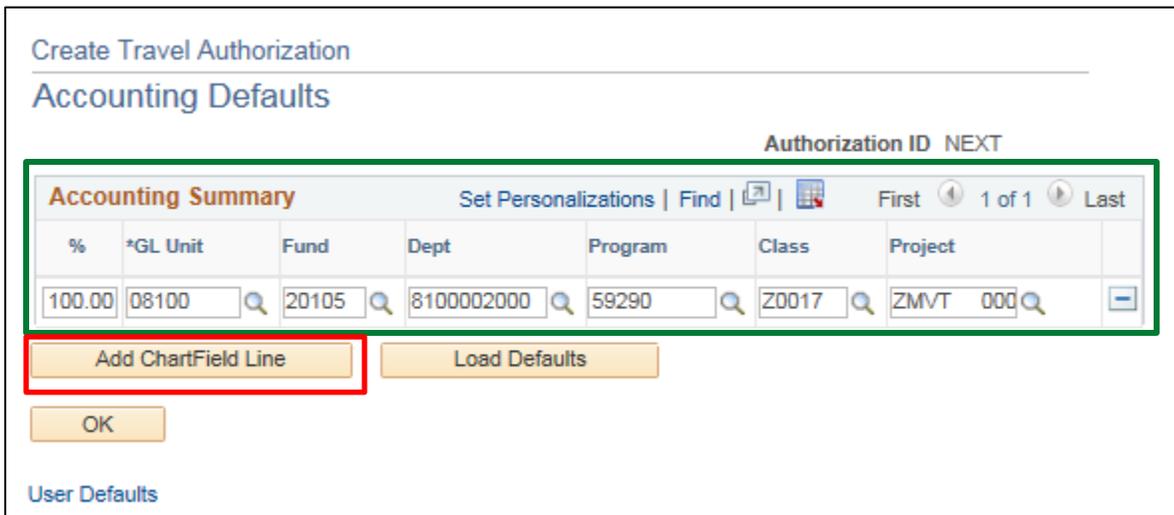
Select **Default Accounting** from the Actions drop-down box.



The screenshot shows the 'Create Travel Authorization' form for Colin Davidson. The 'Business Purpose' is 'Conference' and the 'Description' is 'Trip to Florida Conference'. The 'Destination Location' is 'FLORIDA'. The 'Date From' is '12/17/2018' and the 'Date To' is '12/19/2018'. The 'Projected Expenses' section is empty, showing a total of 0.00 USD. The 'Actions' dropdown menu is highlighted with a red box and shows 'Default Accounting' selected. The 'GO' button is also visible.

Click the **GO** button.

The Create Travel Authorization – Accounting Defaults page displays the default ChartField values from the employee’s profile. Depending on your business need, the default accounting may not necessarily apply to every situation. The accounting defaults, for every line on the travel authorization being created, can be changed here.



Create Travel Authorization

Accounting Defaults

Authorization ID NEXT

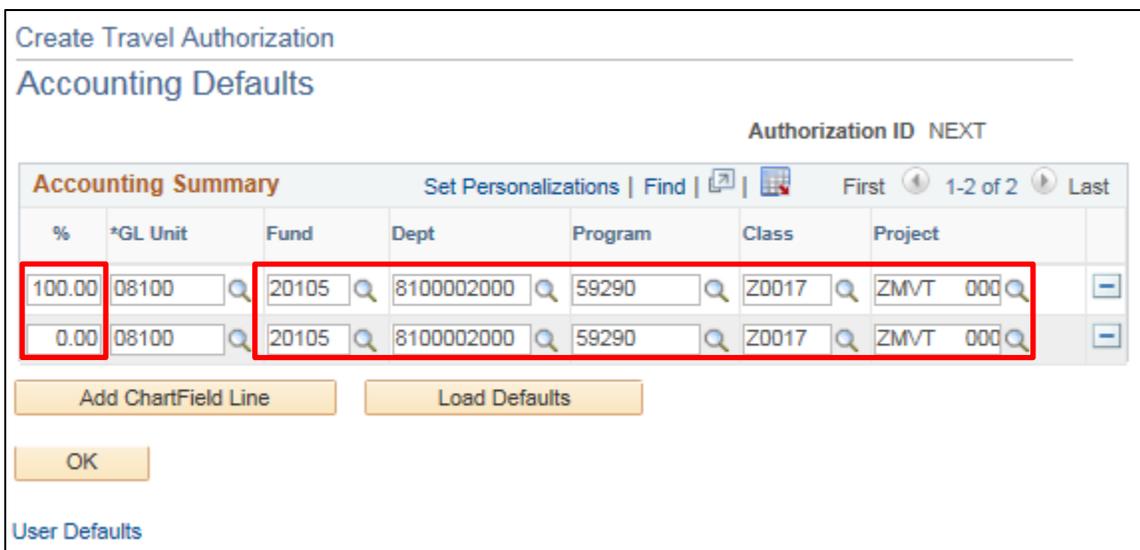
Accounting Summary							
Set Personalizations Find [Print] [Refresh]							
First 1 of 1 Last							
%	*GL Unit	Fund	Dept	Program	Class	Project	
100.00	08100	20105	8100002000	59290	Z0017	ZMVT 000	[Minus]

User Defaults

Make any necessary changes to the ChartFields. Please remember that any changes made here will apply to each of your travel authorization expense lines.

NOTE: The GL unit should never be changed. The Account defaults from the expense type and cannot be changed.

Some departments utilize split funding which can also be done here. To add a ChartField line, click the **Add ChartField Line** button.



Create Travel Authorization

Accounting Defaults

Authorization ID NEXT

Accounting Summary							
Set Personalizations Find [Print] [Refresh]							
First 1-2 of 2 Last							
%	*GL Unit	Fund	Dept	Program	Class	Project	
100.00	08100	20105	8100002000	59290	Z0017	ZMVT 000	[Minus]
0.00	08100	20105	8100002000	59290	Z0017	ZMVT 000	[Minus]

User Defaults

Update the **Percentage** and **ChartFields** for each line.

Create Travel Authorization

Accounting Defaults

Authorization ID NEXT

Accounting Summary							
%	*GL Unit	Fund	Dept	Program	Class	Project	
50.00	08100	20105	8100002000	59290	Z0017	ZMVT 000	-
50.00	08100	20105	810000220	59290	Z0017	ZMVT 000	-

User Defaults

Click the **OK** button to return to the Create Travel Authorization – Details page.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/19/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Totals (0 Lines) 0.00 USD

In the Projected Expenses section, enter the estimated **Date** of the expense.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson Actions: Default Accounting GO

*Business Purpose: Conference Destination Location: FLORIDA

*Description: Trip to Florida Conference *Date From: 12/17/2018 *Date To: 12/19/2018

Attachments

Projected Expenses Totals (0 Lines) 0.00 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	<ul style="list-style-type: none"> IN VEHICLE RENTAL INTERNET ACCESS ITEMS FOR RESALE Judicial only-Court Incentives LEG NT 50-Mi LEG NT PER DIEM MEAL LEG NT PER DIEM ROOM LEG TX LESS 50 MI LEG TX PER DIEM MEAL LEG TX PER DIEM ROOM LICENSE - ATTORNEY LICENSE - CDL MEMBERSHIP DUES MOVING EXPENSES OUT AIR TRANSP OUT BREAKFAST OUT COMMUTER MILE OUT CONF/TRAIN REGIST OUT DINNER OUT INCIDENTALS OUT LODGING OUT LUNCH OUT MILEAGE - NON-TAX OUT MILES - FULL OUT MILES PER HOUR RATE OUT TRANSPORT OTHER OUT VEHICLE RENTAL PHONE SERVICE - CELL PHONE SVC NON-CELL PHOTOCOPIES 			0.00	USD
Totals (0 Lines) 0.00 USD					

Click the **Expense Type** drop-down list and select the appropriate expense type from the list.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson Actions: ...Choose an Action GO

*Business Purpose: Conference Destination Location: FLORIDA

*Description: Trip to Florida Conference *Date From: 12/17/2018 *Date To: 12/19/2018

Attachments

Projected Expenses Totals (1 Line) 0.00 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT MILES - FULL		Employee	0.00	USD

*Billing Type: Non-Taxabl

*Originating Location:

*Destination Location: FLORIDA

*Miles: x 0.5450

Accounting Details

Totals (1 Line) 0.00 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The Accounting Details section expands and the ChartFields defined on the Accounting Defaults page display for the line.

Create Travel Authorization Save for Later | Summary and Submit

Colin Davidson Actions: Default Accounting | GO

*Business Purpose: Conference | Destination Location: FLORIDA | *Date From: 12/17/2018 | *Date To: 12/19/2018

*Description: Trip to Florida Conference

Projected Expenses

Expand All | Collapse All | Add: Quick-Fill

*Date: 12/17/2018 | *Expense Type: OUT MILES - FULL | *Description: [Empty]

*Billing Type: Non-Taxabl | *Originating Location: [Empty] | *Destination Location: FLORIDA

*Miles: [Empty] x 0.5450

Accounting Details

Amount	*GL Unit	Fund	Dept	Program	Class	Project		
	08100	20105	8100002000	59290	Z0017	ZMVT 000-		
	08100	20105	8100002200	59290	Z0017	ZMVT 000-		

Expand All | Collapse All Totals (1 Line) 0.00 USD

Remember, you can update the ChartFields after the expense line is added as long as the ChartField values were not updated in the Accounting Details section. Select the Default Accounting option from the Actions drop-down and click the GO button to change the defaults.

Copy a Travel Authorization

Situations when this function is used: A travel authorization can be created by copying and modifying an existing travel authorization.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

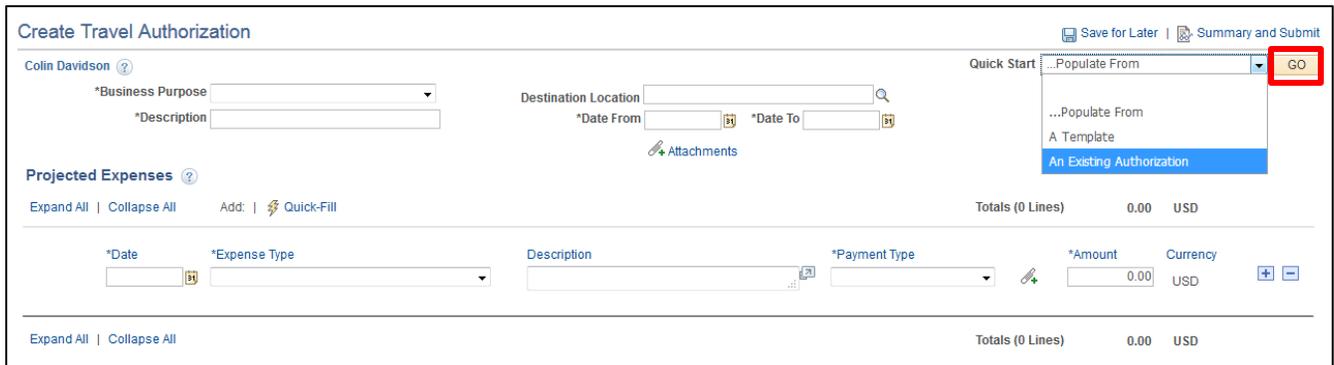
The Travel Authorization page displays:



The screenshot shows the 'Travel Authorization' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is an input field for 'Empl ID' containing '00003'. A red box highlights the 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

1. Click **Add**

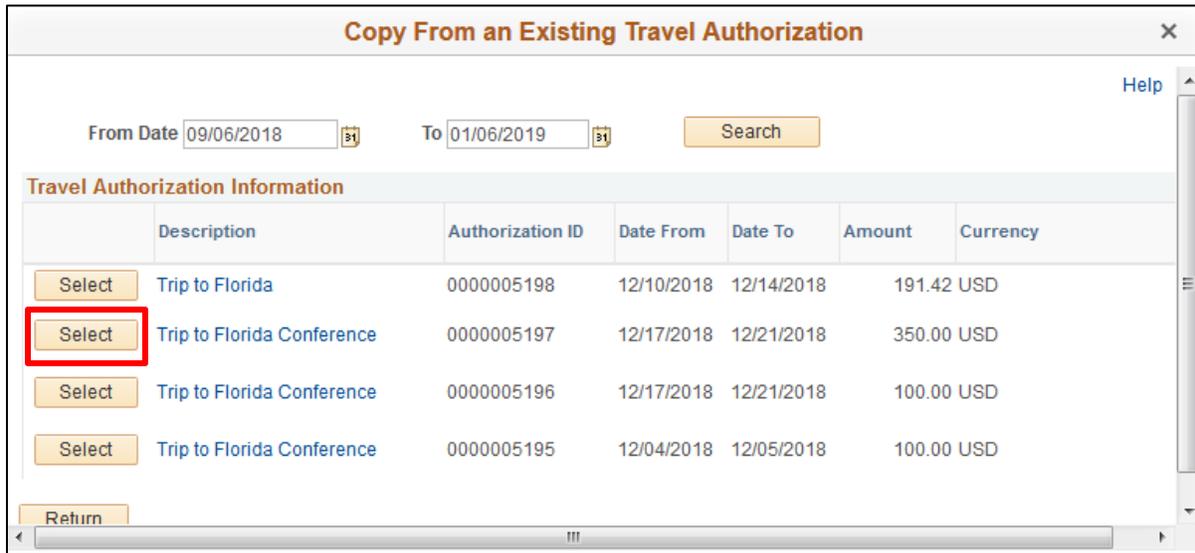
The **Create Travel Authorization** page displays:



The screenshot shows the 'Create Travel Authorization' page. It includes a user profile for 'Colin Davidson', a 'Quick Start' dropdown menu with 'Populate From' selected, and a 'GO' button highlighted with a red box. The page also features a 'Projected Expenses' table with columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The table currently shows a total of 0.00 USD.

2. **Quick Start** - Select **Populate From An Existing Authorization** from the drop-down menu
3. Click **GO**

A list of available Travel Authorizations to copy opens in a window:



Copy From an Existing Travel Authorization

From Date: 09/06/2018 To: 01/06/2019 Search

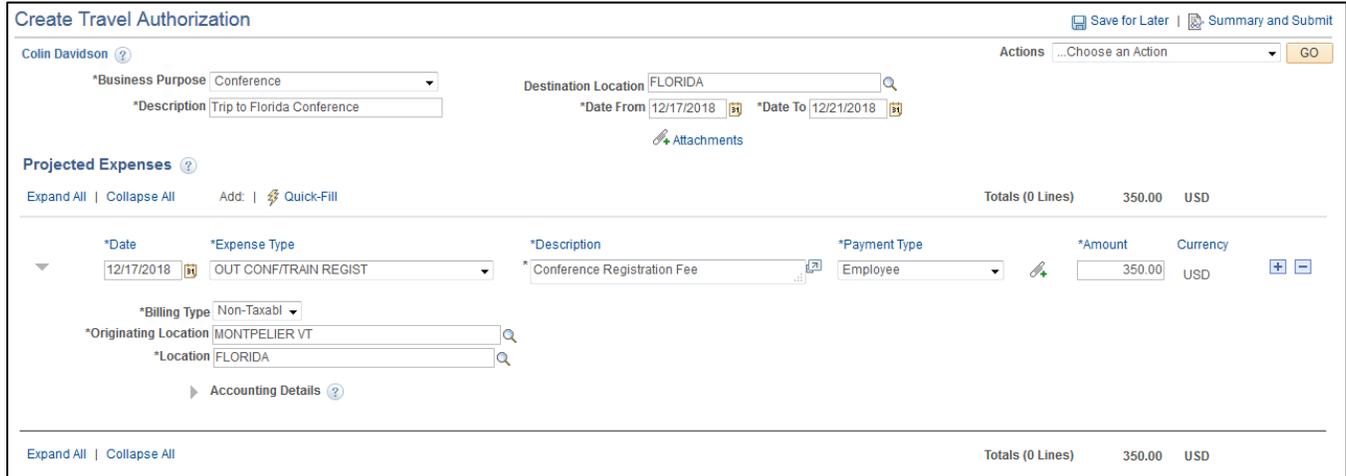
Travel Authorization Information

	Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Trip to Florida	0000005198	12/10/2018	12/14/2018	191.42	USD
Select	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00	USD
Select	Trip to Florida Conference	0000005196	12/17/2018	12/21/2018	100.00	USD
Select	Trip to Florida Conference	0000005195	12/04/2018	12/05/2018	100.00	USD

Return

- Click **Select** next to the authorization you want to copy, use the scroll bars as need to see more options

You're returned to the **Create Travel Authorization** page - the fields are populated from the existing travel authorization:



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference

Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018

Projected Expenses

Expand All | Collapse All Add: Quick-Fill Totals (0 Lines) 350.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

*Billing Type: Non-Taxabl
*Originating Location: MONTPELIER VT
*Location: FLORIDA

Accounting Details

Expand All | Collapse All Totals (0 Lines) 350.00 USD

- Make any edits such as dates, amounts, etc. and click the **Save for Later** or **Summary and Submit** link

Note: Travel dates must be in the future, the system will not allow past dates

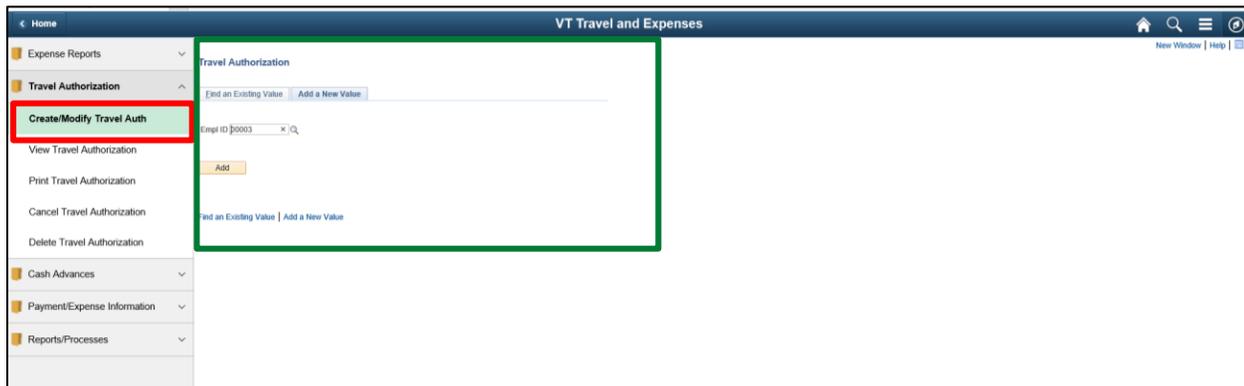
Modify a Travel Authorization

Situations when this function is used: A travel authorization can be modified if it has been saved for later or sent back for revision.

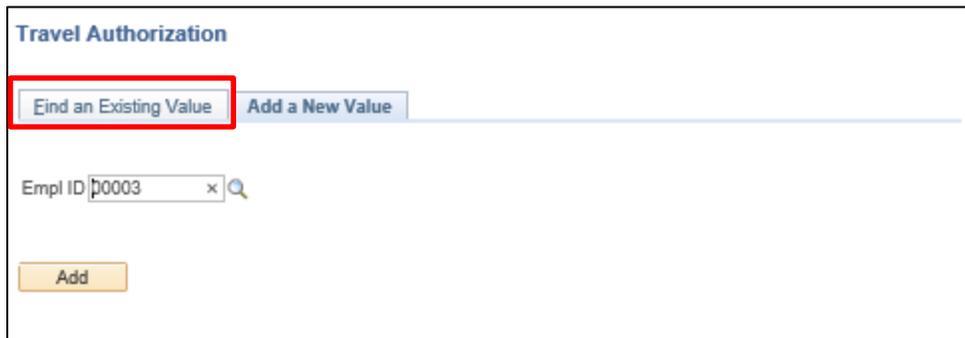
Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Travel Authorizations.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



The Travel Authorization – Add a New Value page displays in the work area and the Empl ID automatically defaults.



Click the **Find an Existing Value** tab.

The Travel Authorization – Find an Existing Value page displays.

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Search by: begins with

Limit the number of results to (up to 300):

Click the **Search** button.

Clicking the Search button will list all travel authorizations in a pending status or if there is only one, the Modify Travel Authorization – Details page will display.

Modify Travel Authorization

|

Colin Davidson (?)

Sent Back For Revision By: Grace, Ava Please update the amount on line 1.

Actions

*Business Purpose Destination Location

*Description *Date From *Date To

Attachments (1)

Projected Expenses (?)

Expand All | Collapse All Add:

*Date	*Expense Type	Description	*Payment Type	Amount	Unit
11/14/2018	OUT BREAKFAST	*Breakfast first day of conference	Employee	8.00	USD
11/15/2018	OUT BREAKFAST	*Breakfast second day of conference	Employee		
11/14/2018	OUT LODGING		Employee	0.00	USD

*Billing Type *Originating Location *Location

*Merchant Preferred Non-Preferred

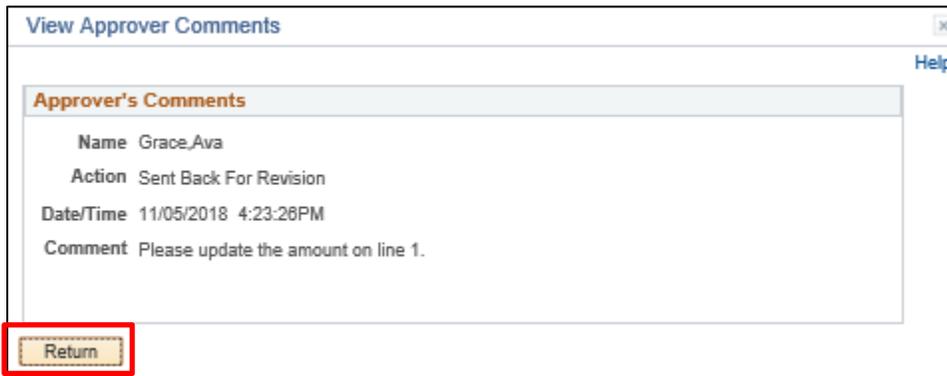
Comments entered by the approver when a travel authorization is sent back display at the top of the page.

Changing the expense type on an existing line will delete any information previously entered. You will need to enter the required information for the new expense type.

Changes can be made to the travel authorization like you would if you were entering an authorization. The travel authorization information is editable. See Entering Travel Authorizations for more instruction.

Click the **Comments** link.

The View Approver Comments page displays the approver's name, the date/time the transaction was sent back and the entire approver's comment.



Approver's Comments	
Name	Grace_Ava
Action	Sent Back For Revision
Date/Time	11/05/2018 4:23:26PM
Comment	Please update the amount on line 1.

[Return](#)

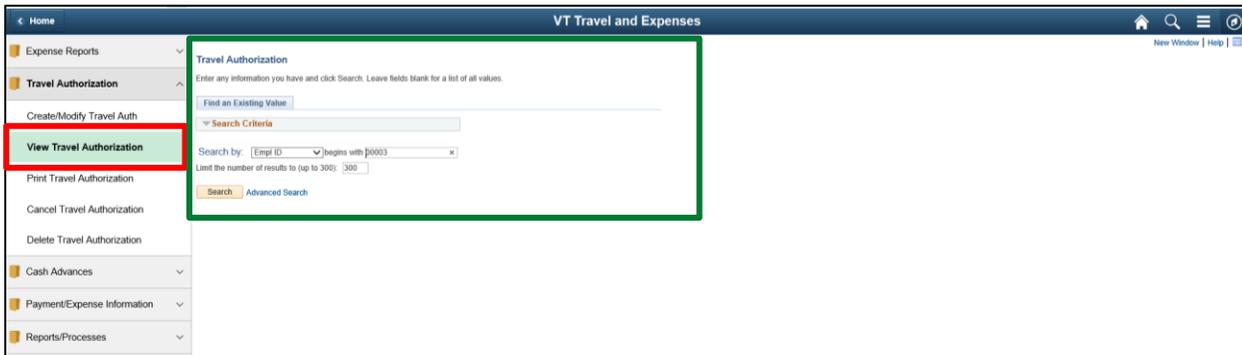
Review the comment to see what changes need to be made to the travel authorization.
Click the [Return](#) button to return to Modify Travel Authorization - Details page.

View Travel Authorization

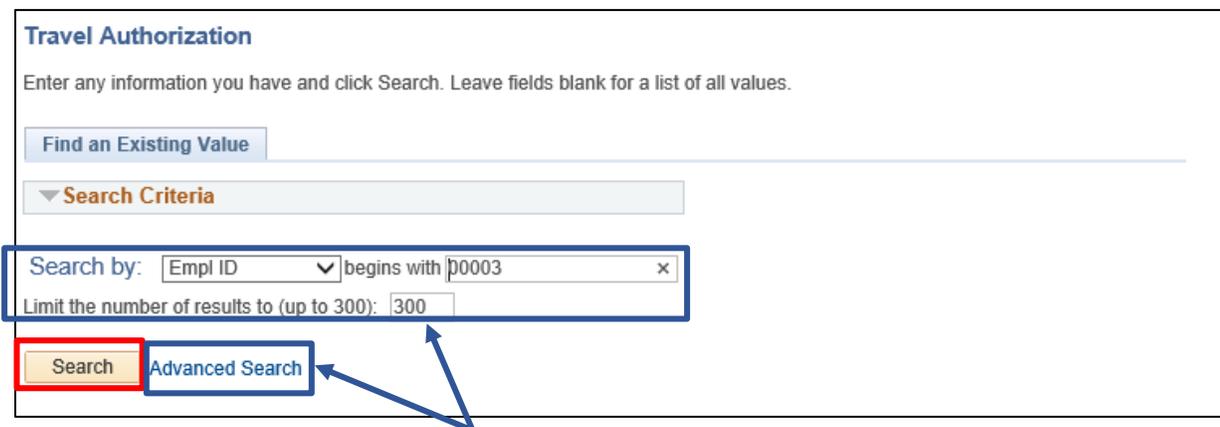
Situations when this function is used: Travel Authorizations are available to view in the system and it may not be necessary to print.

Navigation option 1: Home page > TE tile > Travel Authorization > View Travel Authorization

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > View



The View Travel Authorization search page displays in the work area and the Empl ID automatically defaults.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the Advanced Search link and adding additional criteria. If you know the Travel Authorization ID that you want to view you can update the Search By option to Authorization ID and then enter the number into the Travel Authorization ID field.

To view all Travel Authorizations, click the **Search** button.

A list of travel authorizations displays in the search results.

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: Empl ID begins with 00003

Limit the number of results to (up to 300): 300

[Search](#) [Advanced Search](#)

Search Results

View All First 1-7 of 7 Last

Empl ID	Authorization ID	Description	Name	Status	Creation Date
00003	0000004756	Trip To Florida Conference	Davidson, Colin	Pending	11/07/2018
00003	0000004755	Trip To Florida Conference	Davidson, Colin	Submitted	11/07/2018
00003	0000004754	Training Conference	Davidson, Colin	Approved	11/06/2018
00003	0000004753	Conference in DC	Davidson, Colin	Submitted	11/05/2018
00003	0000004752	Training in Florida	Davidson, Colin	Submitted	11/05/2018
00003	0000004751	Training Conference	Davidson, Colin	Pending	11/05/2018
00003	0000004750	Training Out of Country	Davidson, Colin	In Process	11/05/2018

Select the **Empl ID** link for the travel authorization you would like to view.

The View Travel Authorization – Summary page displays.

Travel Authorization

[Travel Authorization Details](#)

Colin Davidson

Business Purpose: Conference Destination Location: NEW YORK

Description: Training Conference Date From: 11/07/2018 Date To: 11/09/2018

Authorization ID: 000004754 Status: Approved

Created: 11/08/2018 Created By: Colin Davidson

Last Updated: 11/08/2018 Last Updated By: Ava Grace

Totals [View Printable Version](#) Notes [Attachments \(1\)](#)

Projected Expenses (8 Lines): 588.00 USD Denied Expenses: 0.00 USD

Total Authorized Amount: 588.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

[Submit Travel Authorization](#) Submitted On: 11/08/2018 Submitted By: Colin Davidson

▼ **Approval History**

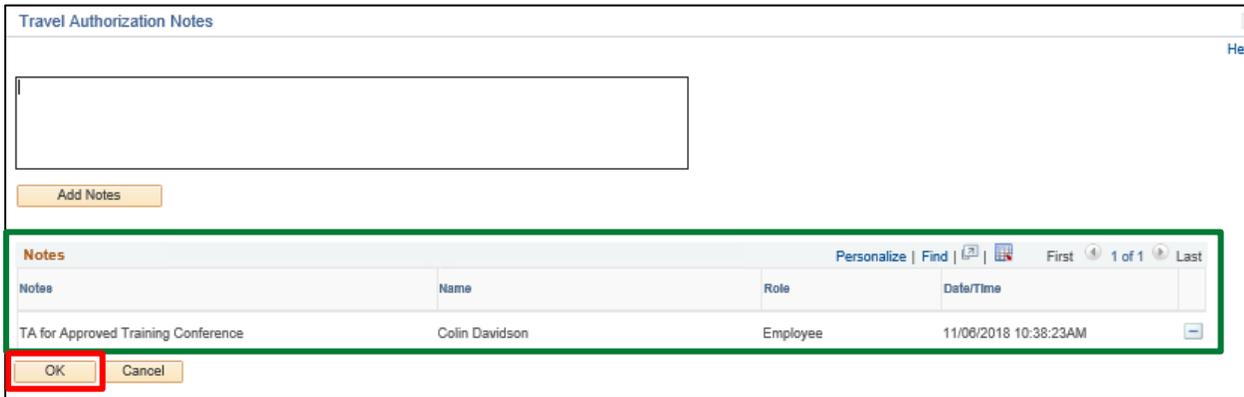
Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/08/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/08/2018 3:07:42PM

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

The travel authorization information displays including the Total, Notes, Attachments and Approval History. All fields will be grayed out when viewing an authorization. The status will be located at the top of the page.

Click the **Notes** link.

The Travel Authorization Notes page displays any comments entered by the employee on the travel authorization.



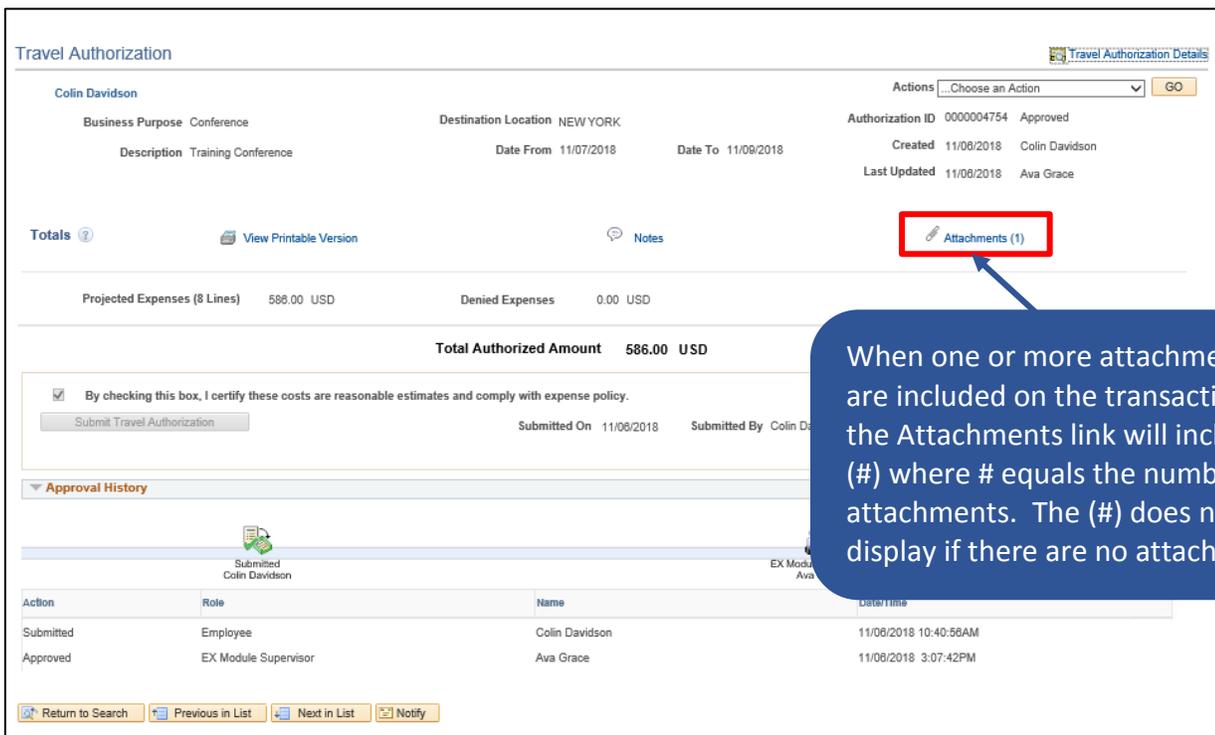
Travel Authorization Notes

Add Notes

Notes	Name	Role	Date/Time
TA for Approved Training Conference	Colin Davidson	Employee	11/06/2018 10:38:23AM

OK Cancel

Click the **OK** button to return to the View Travel Authorization – Summary page.



Travel Authorization

Colin Davidson

Business Purpose: Conference
Destination Location: NEW YORK
Description: Training Conference
Date From: 11/07/2018
Date To: 11/09/2018

Authorization ID: 0000004754 Approved
Created: 11/06/2018 Colin Davidson
Last Updated: 11/06/2018 Ava Grace

Totals: Projected Expenses (8 Lines) 586.00 USD
Denied Expenses 0.00 USD
Total Authorized Amount 586.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.
Submit Travel Authorization Submitted On 11/06/2018 Submitted By Colin Davidson

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/06/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/06/2018 3:07:42PM

Attachments (1)

When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The (#) does not display if there are no attachments.

Click the **Attachments (#)** link.

The Travel Auth Attachments page displays.

Travel Auth Attachments Help

Travel Authorization ID 0000004754

Details Personalize | Find | View All | [Print] | [Refresh] | First 1 of 1 Last

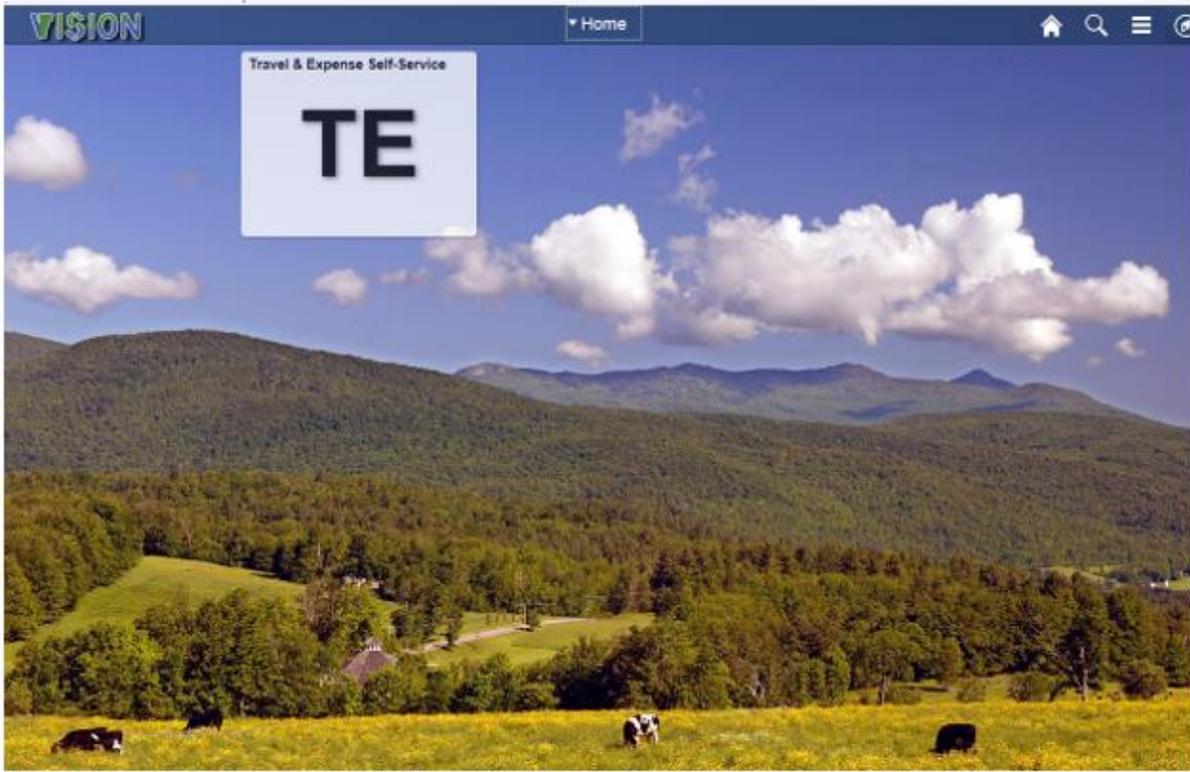
File Name	Description	User	Name	Date/Time Stamp
Test_Attachment.docx	Conference Information Attachment	CDAVIDSO	Colin Davidson	11/06/2018 10:40:56AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

The File Name is a link to the attachment.

Click the **File Name** link to view the attachment.

Attachment/receipt sample document used for training.



Close the attachment and click the **OK** button on the Travel Auth Attachments page.

The View Travel Authorization - Summary page displays.

Travel Authorization [Travel Authorization Details](#)

Colin Davidson Actions ...Choose an Action

Business Purpose: Conference Destination Location: NEW YORK Authorization ID: 000004754 Approved

Description: Training Conference Date From: 11/07/2018 Date To: 11/09/2018 Created: 11/08/2018 Colin Davidson

Last Updated: 11/08/2018 Ava Grace

Totals [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

Projected Expenses (8 Lines) 586.00 USD Denied Expenses 0.00 USD

Total Authorized Amount 586.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submitted On 11/08/2018 Submitted By Colin Davidson

Approval History

Submitted Colin Davidson EX Module Supervisor Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/08/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/08/2018 3:07:42PM

Click the **Travel Authorization Details** link.

The View Travel Authorization – Details page displays.

Travel Authorization [Summary](#)

Colin Davidson Actions ...Choose an Action

Business Purpose: Conference Destination Location: NEW YORK Authorization ID: 000004754 Approved

Description: Training Conference Date From: 11/07/2018 Date To: 11/09/2018 [Attachments \(1\)](#)

Projected Expenses Totals (8 Lines) 586.00 USD

Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/07/2018	OUT BREAKFAST Billing Type Non-Taxable - Internal	*Breakfast first day of conference	Employee	6.25	USD
Originating Location: MONTPELIER VT Location: NEW YORK <input checked="" type="button" value="Accounting Details"/>					
11/08/2018	OUT BREAKFAST Billing Type Non-Taxable - Internal	*Breakfast second day of conference	Employee	6.25	USD
Originating Location: MONTPELIER VT Location: NEW YORK <input checked="" type="button" value="Accounting Details"/>					
11/07/2018	OUT DINNER Billing Type Non-Taxable - Internal	Dinner first day of conference	Employee	18.50	USD
Originating Location: MONTPELIER VT Location: NEW YORK <input checked="" type="button" value="Accounting Details"/>					

The travel authorization line information displays.

Click the **Expand Accounting Line** icon to review the accounting information for the line.

The Accounting Details section expands and displays the ChartField information.

Travel Authorization Summary

Colin Davidson Actions: GO

Business Purpose: Conference Destination Location: NEW YORK Authorization ID: 000004754 Approved

Description: Training Conference Date From: 11/07/2018 Date To: 11/09/2018

[Attachments \(1\)](#)

Projected Expenses Totals (8 Lines) 586.00 USD

Expand All | Collapse All

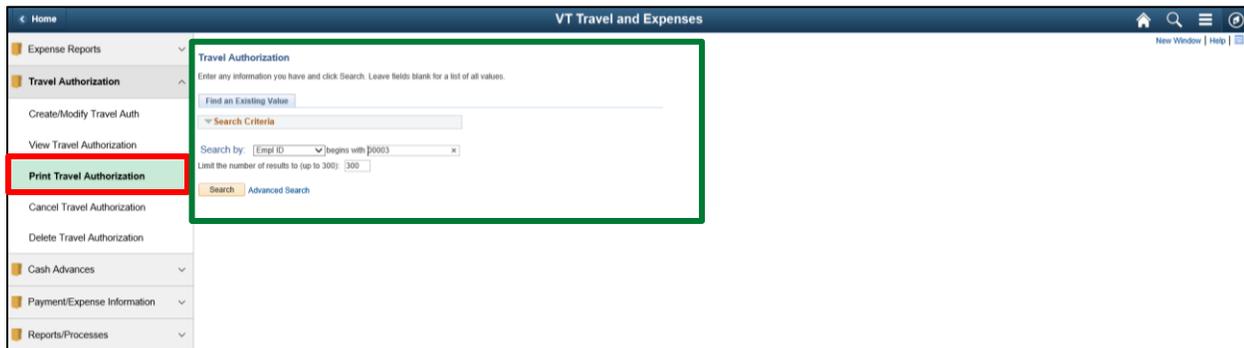
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency																		
11/07/2018	OUT BREAKFAST Billing Type Non-Taxable - Internal	<input type="text" value="Breakfast first day of conference"/>	Employee	6.25	USD																		
Originating Location: MONTPELIER VT Location: NEW YORK																							
<div style="border: 2px solid green; padding: 5px;"> <p>Accounting Details ?</p> <p>Chartfields [??]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Affiliate</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table> </div>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-																
11/08/2018	OUT BREAKFAST Billing Type Non-Taxable - Internal	<input type="text" value="Breakfast second day of conference"/>	Employee	6.25	USD																		
Originating Location: MONTPELIER VT Location: NEW YORK																							
<div style="border: 2px solid green; padding: 5px;"> <p>Accounting Details ?</p> <p>Chartfields [??]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Affiliate</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table> </div>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-																

Print a Travel Authorization

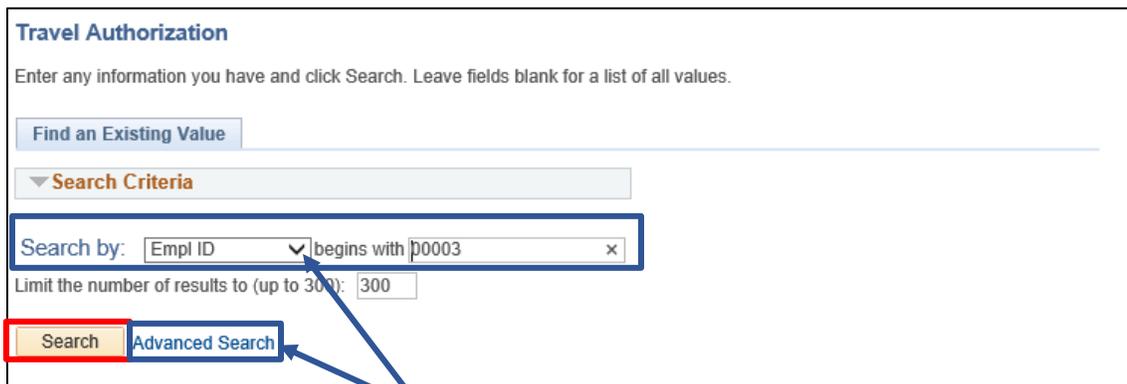
Situations when this function is used: Travel authorization might need to be printed.

Navigation option 1: Home page > TE tile > Travel Authorization > Print Travel Authorization

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Print



The Print Travel Authorization search page displays in the work area and the Empl ID automatically defaults.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the Advanced Search link and adding additional criteria. If you know the Travel Authorization ID that you want to view you can update the Search By option to Authorization ID and then enter the number into the Travel Authorization ID field.

To view all Travel Authorizations, click the **Search** button.

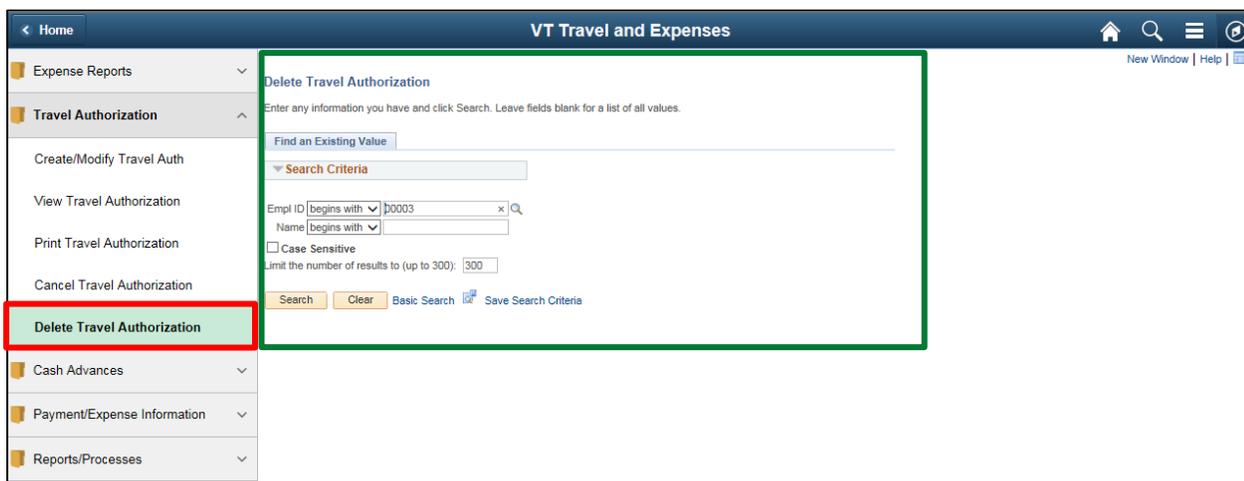
Delete a Travel Authorization

Situations when this function is used: Travel authorizations might need to be deleted when it is a duplicate or is no longer needed. Travel authorizations can only be deleted when they are in a pending status.

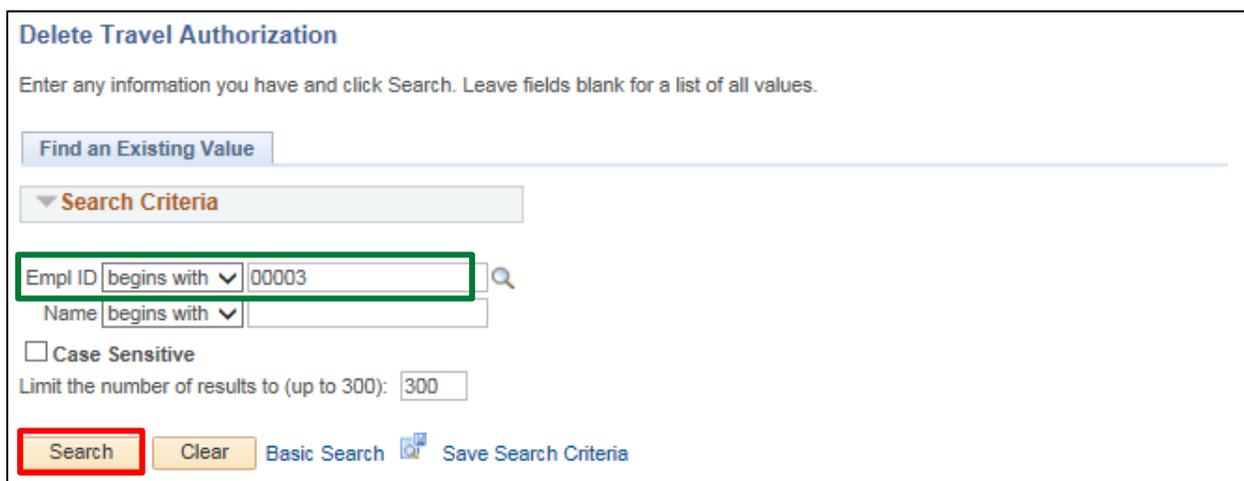
NOTE: If the authorization is valid but cannot be approved in time for month end closing, it can be sent back to the employee, and then the employee can resubmit the transaction. The accounting date and budget date will update to the current date.

Navigation option 1: Home page > TE tile > Travel Authorization > Delete Travel Authorization

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete



The Delete Travel Authorization search page displays in the work area and the Empl ID automatically defaults.



Click the **Search** button.

The Travel and Expense – Delete a Travel Authorization page displays. Any travel authorization with a 'Pending' status will display and is eligible to be deleted.

Travel and Expense

Delete a Travel Authorization

Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Trip To Florida Conference	0000004758	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the travel authorization you want to delete, by clicking the **Select** checkbox. You can delete multiple travel authorizations by selecting multiple checkboxes.

Travel and Expense

Delete a Travel Authorization

Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004758	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

Click the **Delete Selected Authorization(s)** button.

A Delete Confirmation page displays informing you that the selected authorization has been deleted.

Travel and Expense

Delete Confirmation

Colin Davidson

The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The Travel and Expense – Delete a Travel Authorization page displays.

Travel and Expense

Delete a Travel Authorization

Colin Davidson

Travel Authorizations						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

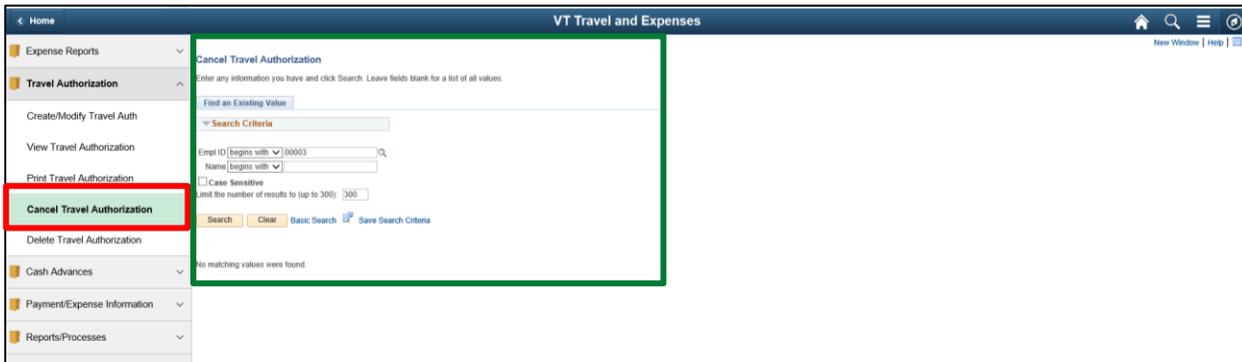
The deleted travel authorization no longer displays and will not be available to view, modify, or print.

Cancel a Travel Authorization

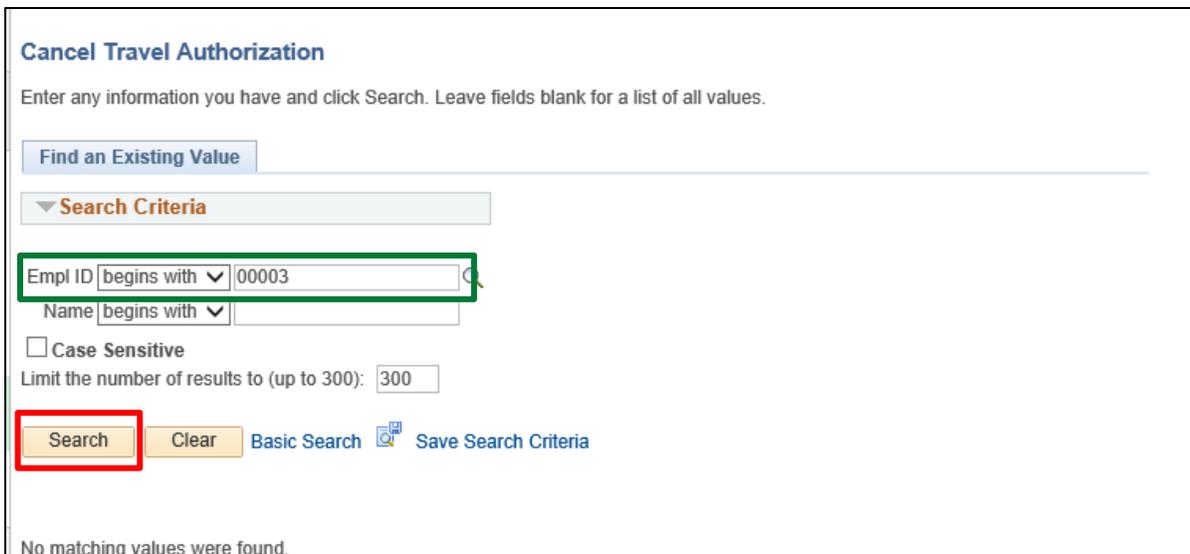
Situations when this function is used: Travel Authorizations can only be cancelled when they are in an approved status. Travel Authorizations will need to be cancelled if the trip has been cancelled or the Authorization is no longer needed.

Navigation option 1: Home page > TE tile > Travel Authorization > Cancel Travel Authorization

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel



The Cancel Travel Authorization search page displays in the work area and the Empl ID automatically defaults



Click the **Search** button.

The Travel and Expense – Cancel Approved Travel Authorization page displays. All the approved travel authorizations that are not completed will be listed.

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

Travel Authorization Information

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004755	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved. Select the travel authorization you want to cancel, by clicking the **Select** checkbox.

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

Travel Authorization Information

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004755	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

Click the **Cancel Selected Authorization(s)** button.

A Cancel Approved Travel Authorization page displays informing you that the selected travel authorization has been cancelled.

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

The selected transaction(s) have been cancelled.

OK

Click the **OK** button.

The Travel and Expense – Cancel Approved Travel Authorization page displays.

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

Travel Authorization Information						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

The cancelled travel authorization no longer displays and should now be in a 'Closed' status.

CASH ADVANCES

CREATE Cash Advance (approved TA in VISION required)

The Basics:

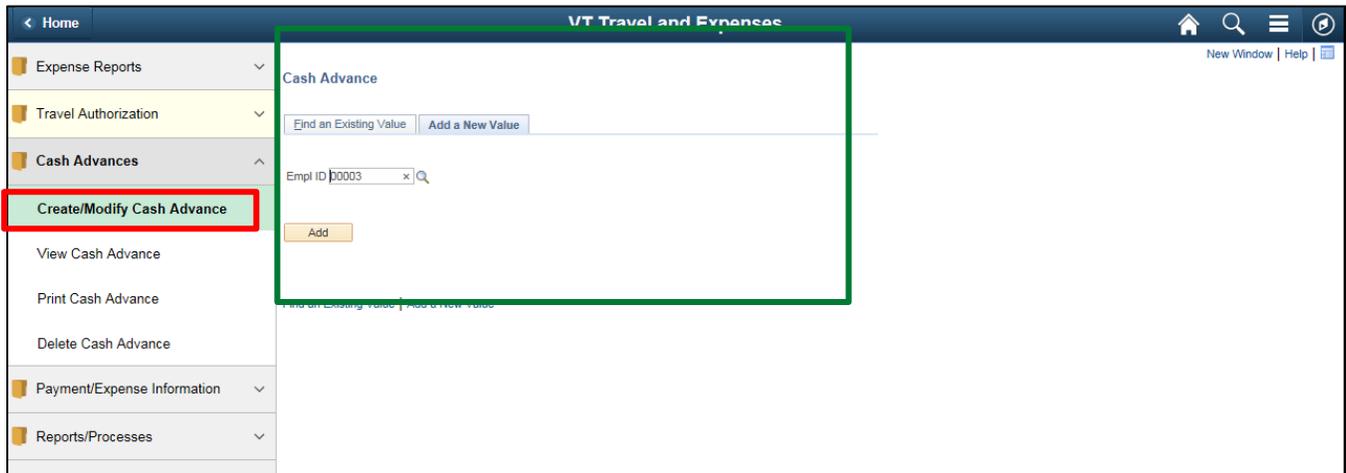
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Cash Advances.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods**- Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache**- To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later**- Save often while working in the expense module, click the "Save for Later" link to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. **Minimum advance amount \$200**- The amount of the advance must not exceed the Travel Authorization and must be over \$200.
6. **Taxable over 120 days**- Any advance in excess of actual expenses that is not re-paid within 120 days after the expenses were paid or incurred will be treated as taxable income to the employee and department in accordance with IRS Accountable Plan rules.
7. **Advances may be issued no sooner than 30 days prior to trip start date.**
8. **An Approved Travel Authorization in VISION is required to submit a Cash Advance.**
9. **The Cash Advance must include an overnight stay.**
10. **Cash advances will be deposited into your direct deposit (balance or 999) account.**
11. **An Expense Report will need to be completed after the travel occurs starting with the Travel Authorization and applying the cash advance.**

Situations when this function is used: A travel authorization, which includes an overnight stay, must be approved prior to creating a cash advance.

Navigation option 1: Home page > TE tile > Cash Advances > Create/Modify Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

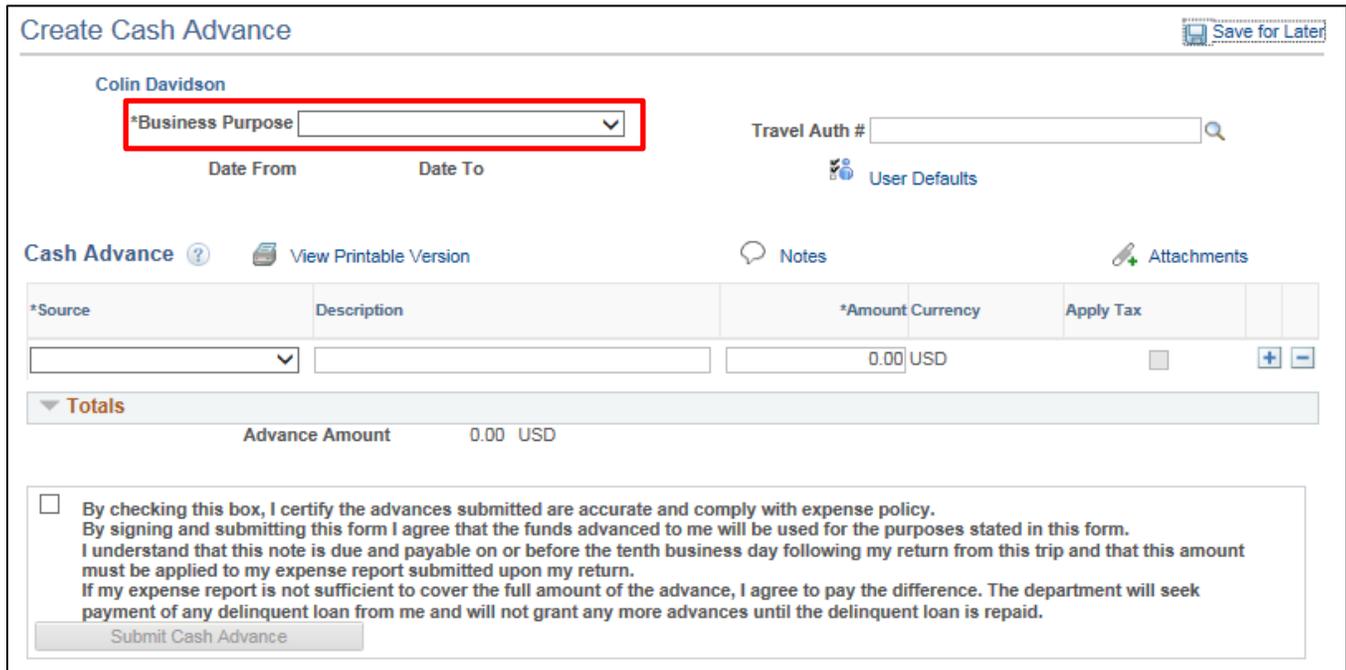


The Cash Advance – Add a New Value page displays in the work area and the Empl ID automatically defaults.



Click the **Add** button.

The Create Cash Advance page displays.



Create Cash Advance Save for Later

Colin Davidson

*Business Purpose Travel Auth #

Date From Date To User Defaults

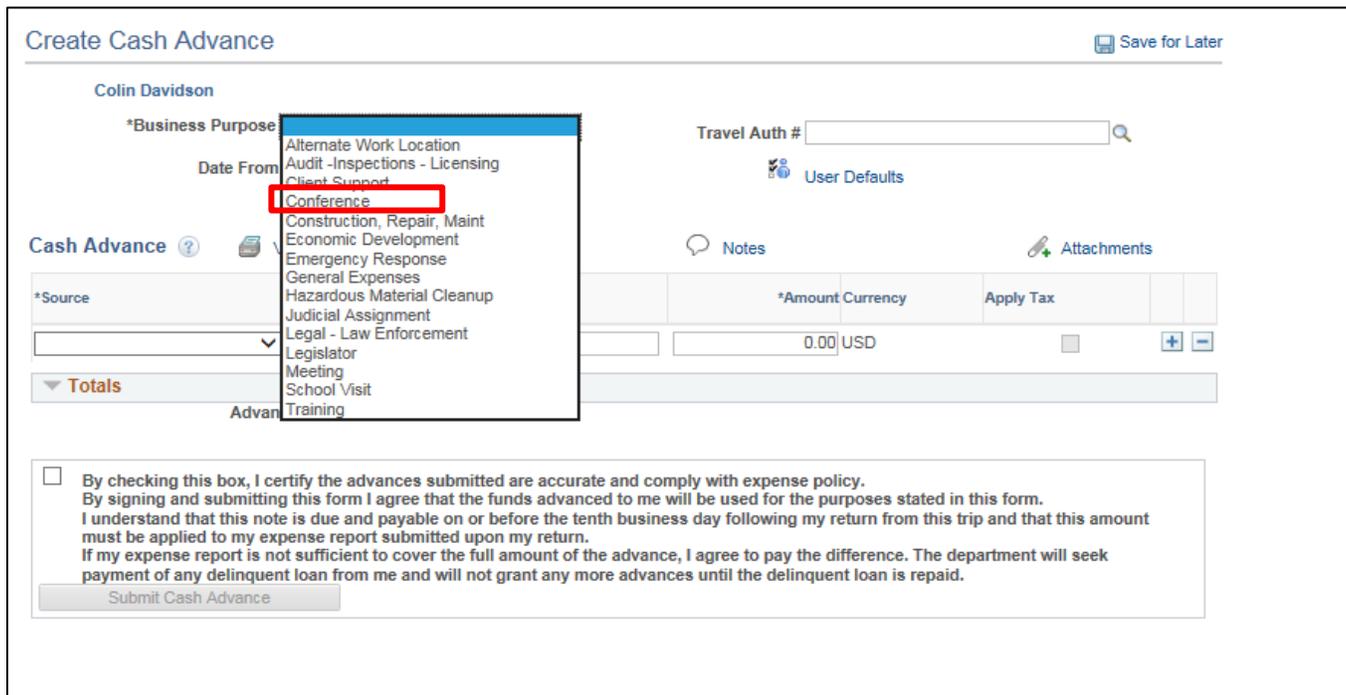
Cash Advance View Printable Version Notes Attachments

*Source	Description	*Amount	Currency	Apply Tax
<input type="text"/>	<input type="text"/>	0.00	USD	<input type="checkbox"/>
Totals		Advance Amount	0.00	USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Click the drop-down arrow to choose the **Business Purpose**.



Create Cash Advance Save for Later

Colin Davidson

*Business Purpose Travel Auth #

Date From Date To User Defaults

Cash Advance View Printable Version Notes Attachments

*Source	Description	*Amount	Currency	Apply Tax
<input type="text"/>	<input type="text"/>	0.00	USD	<input type="checkbox"/>
Totals		Advance Amount	0.00	USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Select the option that most closely identifies the purpose of the trip.

Create Cash Advance Save for Later

Colin Davidson

*Business Purpose Conference ▼ Travel Auth # 🔍

Date From Date To User Defaults

Cash Advance ? View Printable Version Notes Attachments

*Source	Description	*Amount	Currency	Apply Tax	
▼	<input type="text"/>	0.00	USD	<input type="checkbox"/>	+ -
Totals		Advance Amount	0.00	USD	

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

You can enter a Travel Auth # that coincides with your travel if you know the number, or you can search for available Travel Authorizations #s.

Click the **Look up Travel Auth #**  icon.

The Look Up Travel Auth # page displays a list of approved travel authorizations for the employee.

Look Up Travel Auth # ✕ Help

Search by: Travel Authorization ID ▼ begins with

Search Results

View 100 First 1-2 of 2 Last

Travel Authorization ID	Travel Auth Description
0000005197	Trip to Florida Conference
0000005199	Trip to Albany NY

Select **Travel Authorization ID** link.

The Create Cash Advance page displays the Travel Authorization ID and dates of travel are populated from the Travel Authorization.

Create Cash Advance Save for Later

Colin Davidson

*Business Purpose: Conference Travel Auth # 0000005197

Date From: 12/17/2018 Date To: 12/21/2018 User Defaults

Cash Advance Notes Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP		0.00	USD	<input type="checkbox"/>
Totals		Advance Amount	0.00	USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

NOTE: Cash Advances cannot be requested more than 30 days before the trip!

Select the **Cash Advance - AP** from the Source drop-down list.

Create Cash Advance Save for Later

Colin Davidson

*Business Purpose: Conference Travel Auth # 0000005197

Date From: 12/17/2018 Date To: 12/21/2018 User Defaults

Cash Advance Notes Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	0.00	USD	<input type="checkbox"/>
Totals		Advance Amount	0.00	USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Type a brief meaningful explanation in the **Description** field.

Create Cash Advance Save for Later

Colin Davidson

*Business Purpose Conference ▼ Travel Auth # 0000005197 🔍

Date From 12/17/2018 Date To 12/21/2018 👤 User Defaults

Cash Advance ? 📄 View Printable Version 💬 Notes 📎 Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		300.00	USD	

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Enter an **Amount** that is less than or equal to the associated travel authorization.

NOTE: You cannot exceed the amount of the travel authorization and the minimum amount you can request is \$200.

Attachments can be added to the cash advance.

Create Cash Advance Save for Later

Colin Davidson

*Business Purpose Conference ▼ Travel Auth # 0000005197 🔍

Date From 12/17/2018 Date To 12/21/2018 👤 User Defaults

Cash Advance ? 📄 View Printable Version 💬 Notes 📎 Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		300.00	USD	

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Click the **Attachments** link or  icon.

The Cash Advance Attachments page displays.



Cash Advance Attachments Help

Advance ID NEXT

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
View				

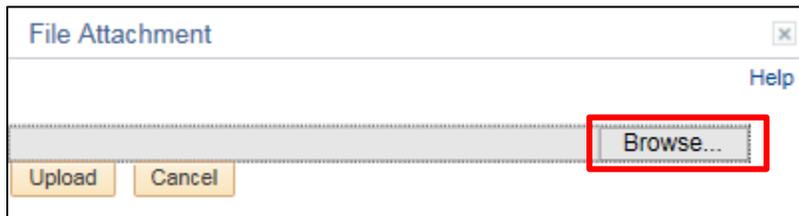
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Click the **Add Attachment** button.

The File Attachment page displays.



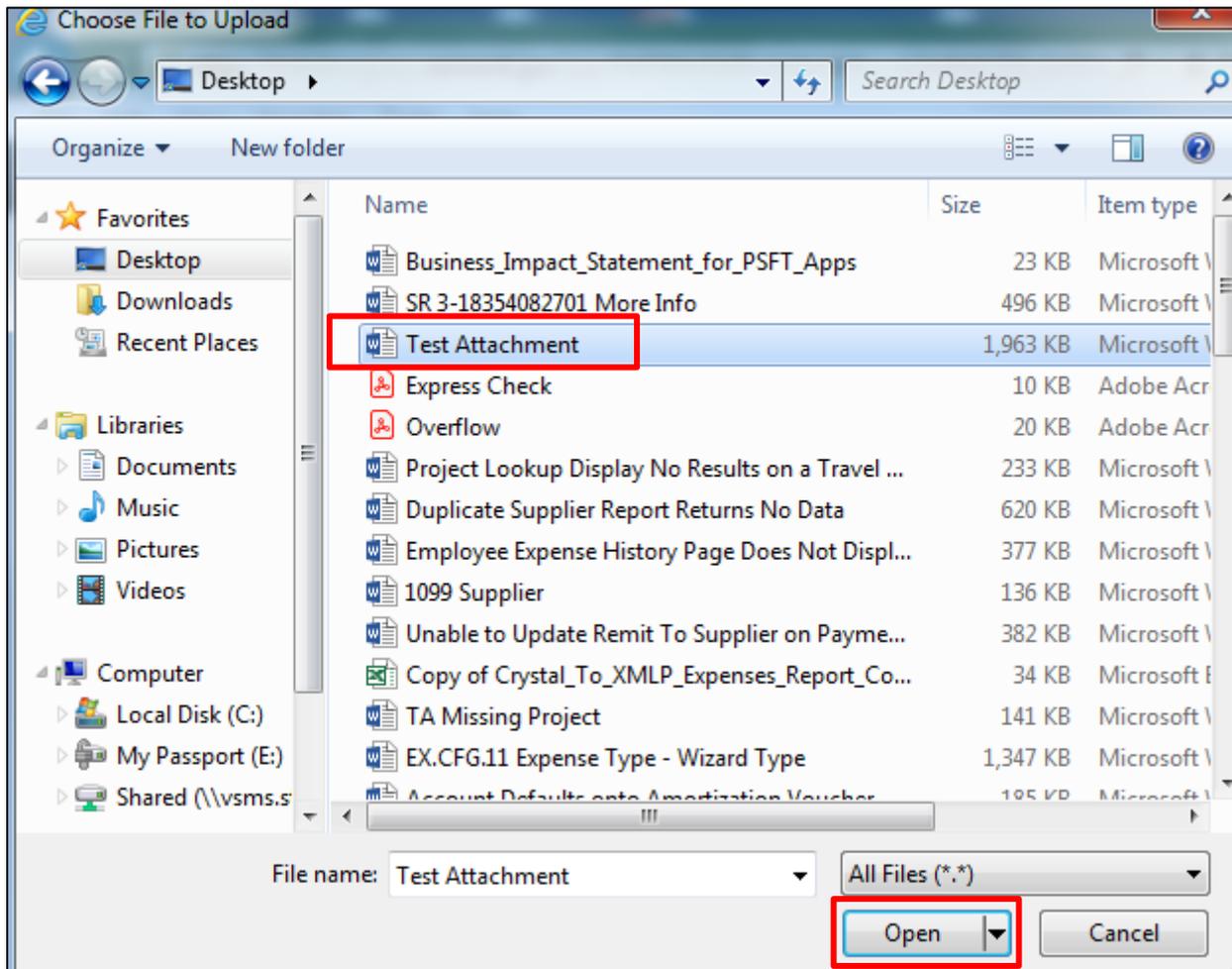
File Attachment Help

Browse...

Upload Cancel

Click the **Browse** button.

The Choose File to Upload page displays.



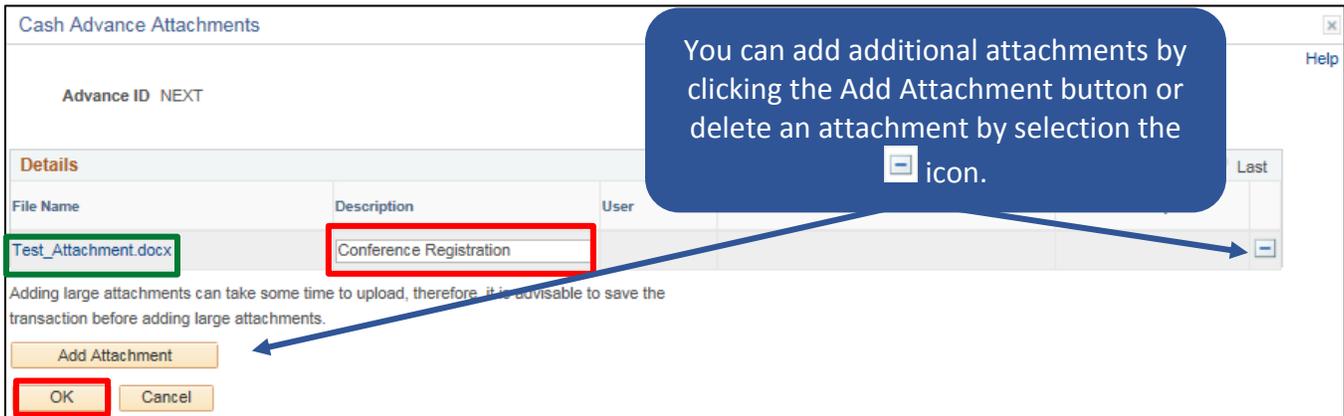
Select the file you want to attach and click the **Open** button.

The File Attachment page displays with the file path of the document.



Click the **Upload** button.

The Cash Advance Attachments page displays with the File Name as a link to the document.



Cash Advance Attachments

Advance ID NEXT

Details

File Name	Description	User	Last
Test_Attachment.docx	Conference Registration		[minus icon]

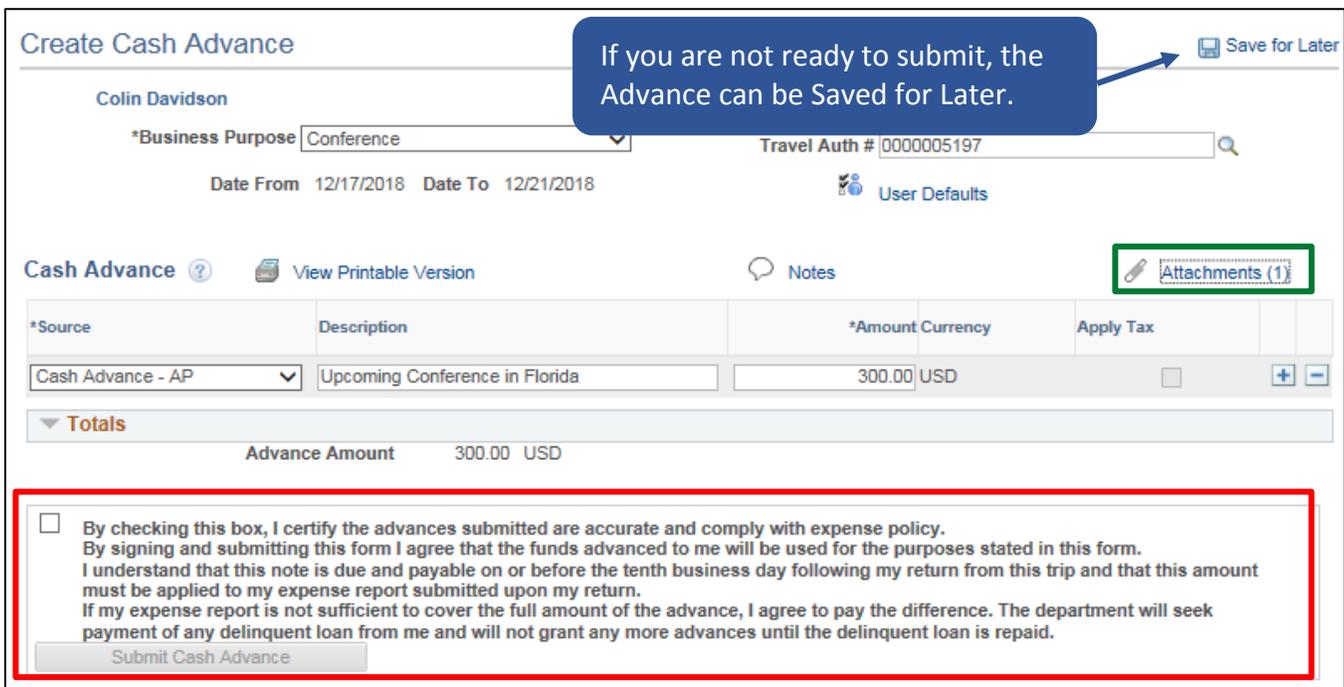
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The Create Cash Advance page displays. The Attachment link and icon are updated. When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The icon changes from  to .



Create Cash Advance

Colin Davidson

*Business Purpose Conference

Travel Auth # 0000005197

Date From 12/17/2018 Date To 12/21/2018

User Defaults

Cash Advance View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>

Totals

Advance Amount 300.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

After reading the certification statement, click the **Certification** checkbox certify accuracy and compliance.

Create Cash Advance Save for Later

Colin Davidson

*Business Purpose Travel Auth #

Date From 12/17/2018 Date To 12/21/2018 User Defaults

Cash Advance View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals		Advance Amount	300.00	USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Click the **Submit Cash Advance** button.

The Create Cash Advance – Submit Confirmation page displays.

Expense Report Submit Confirm Help

Create Cash Advance

Submit Confirmation

Colin Davidson

Totals	
Advance Amount	300.00 USD

Click the **OK** button.

The View Cash Advance page displays with the message 'Your cash advance (CA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.

View Cash Advance

Colin Davidson

Your cash advance 000000833 has been submitted for approval.

Report 000000833 Submission in Process

Business Purpose Conference
Date From 12/17/2018 Date To 12/21/2018
Accounting Date 12/11/2018

Travel Auth # 0000005197
Post State Not Applied
Created 12/11/2018 Colin Davidson
Last Updated 12/11/2018 Colin Davidson
[User Defaults](#)

Cash Advance [?](#) [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		300.00	USD	

By checking this box, I certify the advances submitted are accurate and comply with expense policy.
By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

[Submit Cash Advance](#)

Refresh Approval Status

[Return to Search](#) [Notify](#)

Click the **Refresh Approval Status** button.

The cash advance has been routed and is waiting for Expense Coordinator approval. The Withdraw Cash Advance button displays and is enabled. The Approval History section displays the approval path for the cash advance, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

View Cash Advance

Colin Davidson

Business Purpose Conference

Date From 12/17/2018 **Date To** 12/21/2018

Accounting Date 12/11/2018

Report 0000000833 Submitted for Approval

Travel Auth # 0000005197

Post State Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/11/2018 Colin Davidson

User Defaults

Cash Advance View Printable Version

*Source	Description
Cash Advance - AP	Upcoming Conference in Florida
Totals	
Advance Amount	300.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submitted On 12/11/2018

Submitted By Colin Davidson

Approval History

Submitted
Colin Davidson

Expense Coordinator
(Pooled)

Payment

Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM

Return to Search
 Notify

Select the Withdraw Cash Advance button if you need to make changes to a submitted cash advance. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

Page 183 of 198

NOTE: The following error message will display when you click the Save for Later link or the Submit Cash Advance button if the cash advance does not meet the established guidelines outlined in Bulletin 3.4. All errors need to be resolved in order for the cash advance to be saved or submitted.

Message

Error (22000,116)

This Cash Advance does not meet the established guidelines outlined in Bulletin 3.4 Employee Travel & Expense Policy that allow a travel cash advance to be issued. At least one of the following fields does not meet the required criteria:

- Travel Authorization #: Approved Travel Authorization is required to be associated with a Cash Advance.
- Amount: Cash Advance amount cannot exceed the associated Travel Authorization amount.
- Date From/Date To: Cash Advance must include an overnight stay.

OK

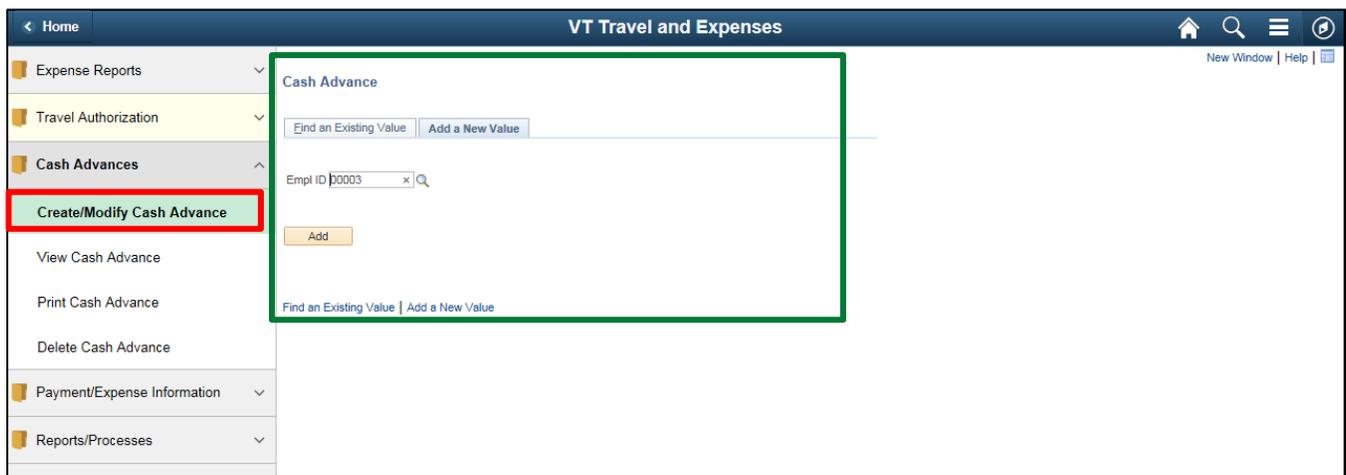
Modify Cash Advance

Situations when this function is used: A cash advance can be modified if it has been saved for later or sent back for revision.

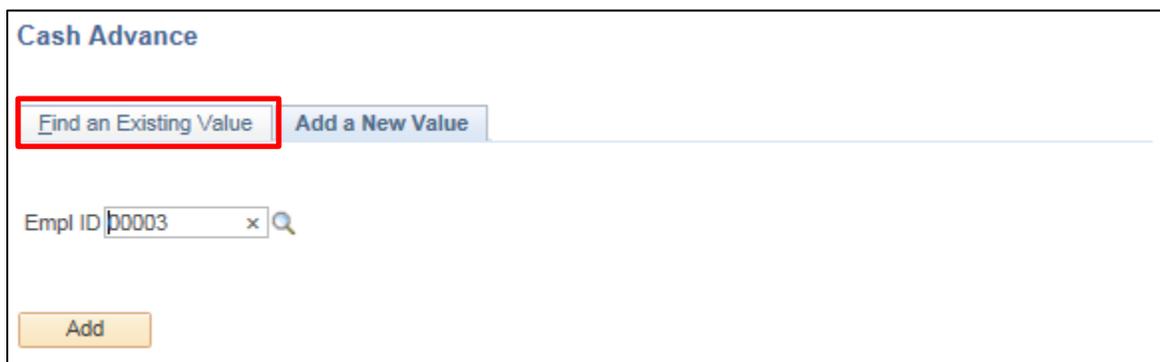
Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Cash Advances.

Navigation option 1: Home page > TE tile > Cash Advances > Create/Modify Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

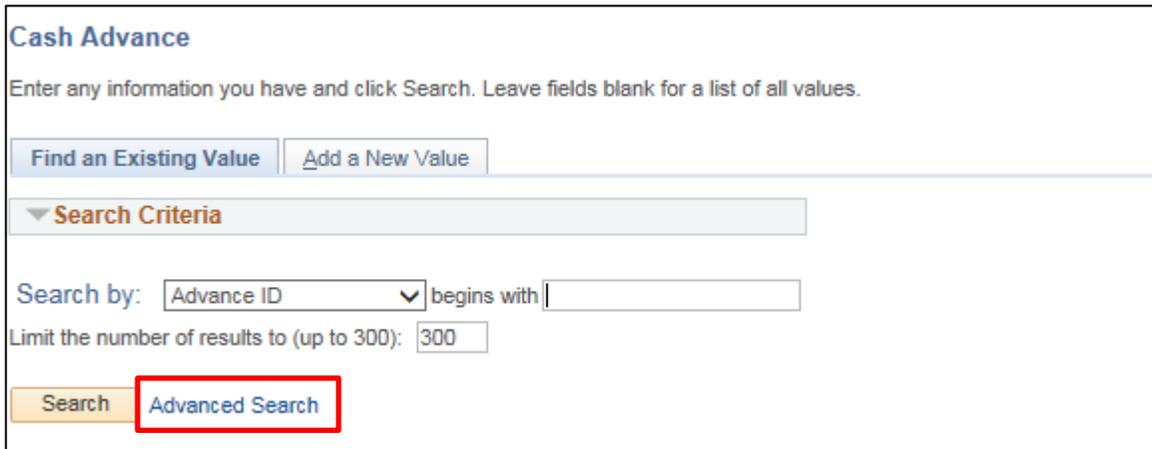


The Cash Advance – Add a New Value page displays in the work area and the Empl ID automatically defaults.



Click the **Find an Existing Value** tab.

The Cash Advance - Find an Existing Value page displays.



Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

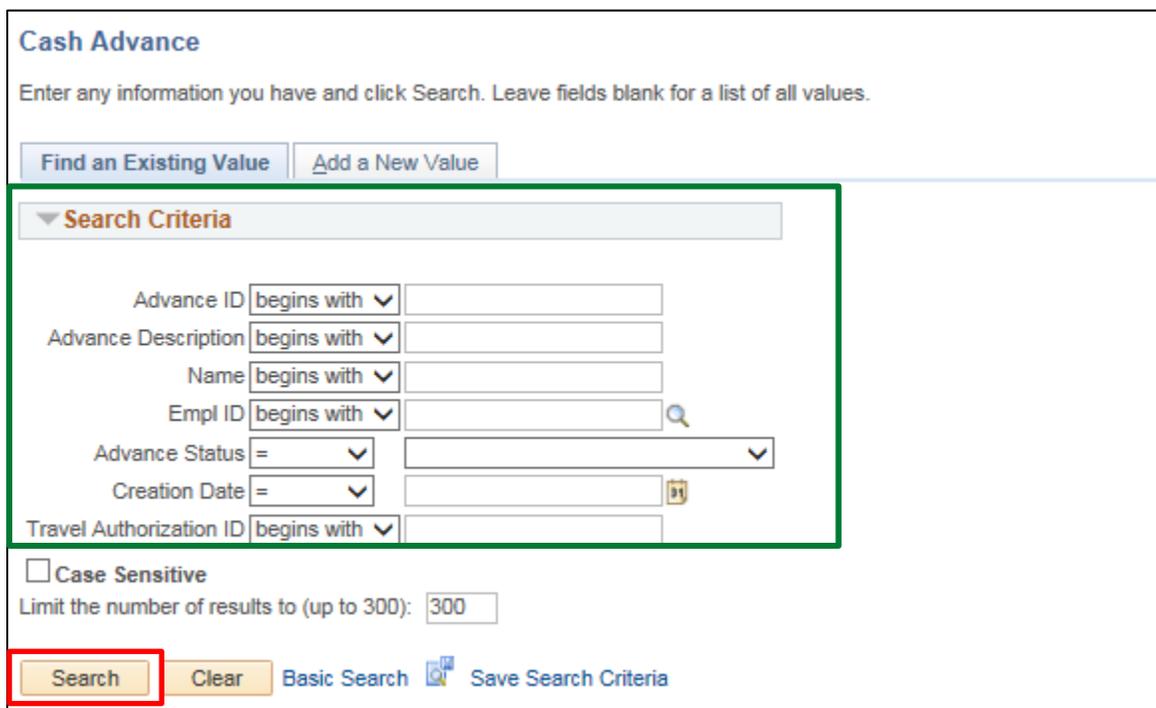
Search by: begins with

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

Click the [Advanced Search](#) link.

Additional search criteria fields display including the ability to search for a cash advance using the Travel Authorization ID.



Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Advance ID

Advance Description

Name

Empl ID 

Advance Status =

Creation Date = 

Travel Authorization ID

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Click the [Search](#) button.

Clicking the Search button will list all cash advances in a pending status or if there is only one, the Modify Cash Advance page will display.

Modify Cash Advance Save for Later

Colin Davidson

Sent Back For Revision By: Motor, Mary Please correct the amount.

*Business Purpose Conference Report 000000833 Pending

Date From 12/17/2018 Date To 12/21/2018 Travel Auth # 000005197 

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Mary Motor

Comments entered by the approver when a cash advance is sent back display at the top of the page.

Cash Advance   View Printable Version  Notes

*Source	Description	*Amount		
Cash Advance - AP	Upcoming Conference in Florida	300.00 USD	<input type="checkbox"/>	 
Totals				
Advance Amount		300.00 USD		

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Approval History

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	

Make any necessary changes, the fields are editable. Once you complete all of your changes the cash advance can be save for later or submitted.

After reading the certification statement, click the **Certification** checkbox.

Modify Cash Advance Save for Later

Colin Davidson

Sent Back For Revision By: Motor, Mary Please correct the amount.

*Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Report 000000833 Pending

Travel Auth # 000005197

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Mary Motor

User Defaults

Cash Advance View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/> + -
Totals				
Advance Amount		300.00	USD	

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Approval History

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	

Click the **Submit Cash Advance** button.

The Create Cash Advance – Submit Confirmation page displays.

Expense Report Submit Confirm
Help

Create Cash Advance

Submit Confirmation

Colin Davidson

Totals

Advance Amount 300.00 USD

OK
Cancel

Click the **OK** button.

The View Cash Advance page displays with the message 'Your cash advance (CA ID) has been submitted for approval. The status is updated to 'Submission in Process'.

View Cash Advance

Colin Davidson

Your cash advance 000000833 has been submitted for approval.

Sent Back For Revision By: Motor, Mary [Please correct the amount!](#)

Business Purpose Conference **Report** 000000833 **Submission in Process**

Date From 12/17/2018 **Date To** 12/21/2018 **Travel Auth #** 000005197

Accounting Date 12/12/2018 **Post State** Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Colin Davidson

[User Defaults](#)

Cash Advance [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
	Advance Amount	300.00	USD	

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submitted On 12/11/2018
Submitted By Colin Davidson

Click the **Refresh Approval Status** button.

The cash advance has been routed and is waiting for Expense Coordinator approval. The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the cash advance, who it is routed to, any actions performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

View Cash Advance

Colin Davidson

Business Purpose Conference Report 0000000833 Submitted for Approval

Date From 12/17/2018 **Date To** 12/21/2018 Travel Auth # 0000005197

Accounting Date 12/12/2018 Post State Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Colin Davidson

 User Defaults

Cash Advance ?  View Printable Version

*Source	Description
Cash Advance - AP	Upcoming Conference in Florida
Totals	
Advance Amount	300.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance
Withdraw Cash Advance
Submitted On 12/11/2018

Submitted By Colin Davidson

Approval History

 Submitted Colin Davidson
  Expense Coordinator (Pooled)
  Payment
 →

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	
Employee	Davidson, Colin	Resubmitted	12/12/2018 9:20:46AM	

 Return to Search
 Notify

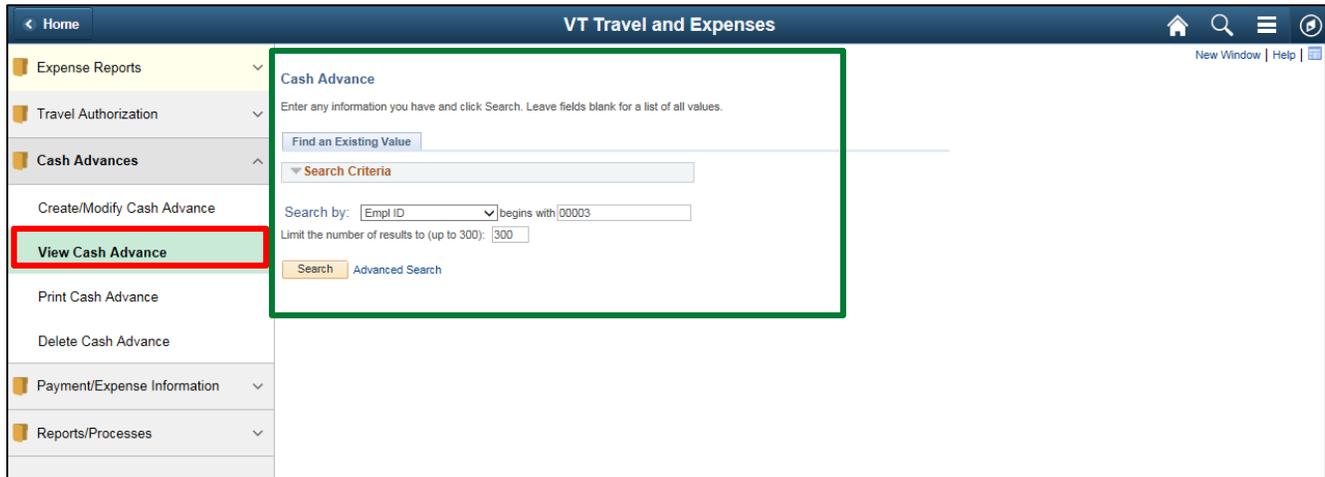
Select the Withdraw Cash Advance button if you need to make changes to a submitted cash advance. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

View Cash Advances

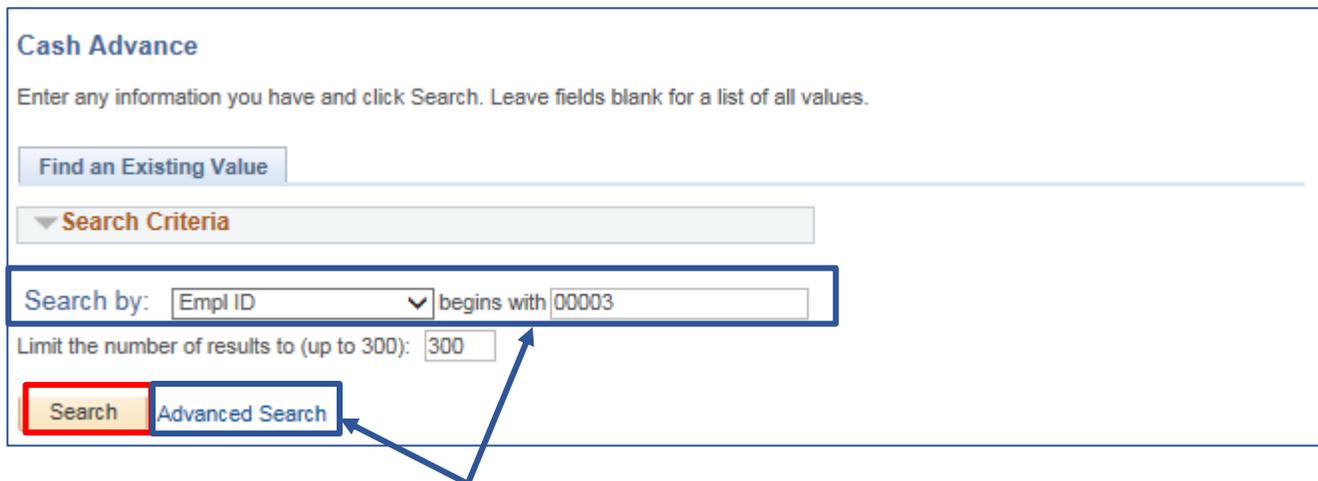
Situations when this function is used: Cash advances are available to view in the system and it may not be necessary to print.

Navigation option 1: Home page > TE tile > Cash Advances > View Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > View



The View Cash Advance search page displays in the work area and the Empl ID automatically defaults.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the Advanced Search link and adding additional criteria. If you know the Advance ID you want to view you can update the Search By option to Advance ID and then enter the number into the Advance ID field. You can also search for the advance using the Travel Authorization ID associated with the cash advance.

To view all Cash Advances, click the **Search** button.

A list of cash advances display in the search results.

Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: begins with

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

Search Results

View All First 1-2 of 2 Last

Empl ID	Advance ID	Advance Description	Name	Advance Status	Creation Date	Travel Authorization ID
00003	0000000834 (blank)		Davidson, Colin	Pending	12/11/2018	0000005199
00003	0000000833 (blank)		Davidson, Colin	Pending	12/11/2018	0000005197

Select the **Empl ID** link for the cash advance you would like to view.

The View Cash Advance page displays. All fields will be grayed out when viewing a cash advance.

View Cash Advance

Colin Davidson

Business Purpose Conference	Report 0000000833 Pending
Date From 12/17/2018 Date To 12/21/2018	Travel Auth # 0000005197
Accounting Date 12/12/2018	Post State Not Applied
	Created 12/11/2018 Colin Davidson
	Last Updated 12/12/2018 Colin Davidson
	 User Defaults

Cash Advance 
 [View Printable Version](#)
 [Notes](#)
 [Attachments \(1\)](#)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
▼ Totals				
	Advance Amount	300.00	USD	

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

▼ Approval History

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	
Employee	Davidson, Colin	Resubmitted	12/12/2018 9:20:46AM	
Employee	Davidson, Colin	Withdrawn	12/12/2018 9:26:14AM	

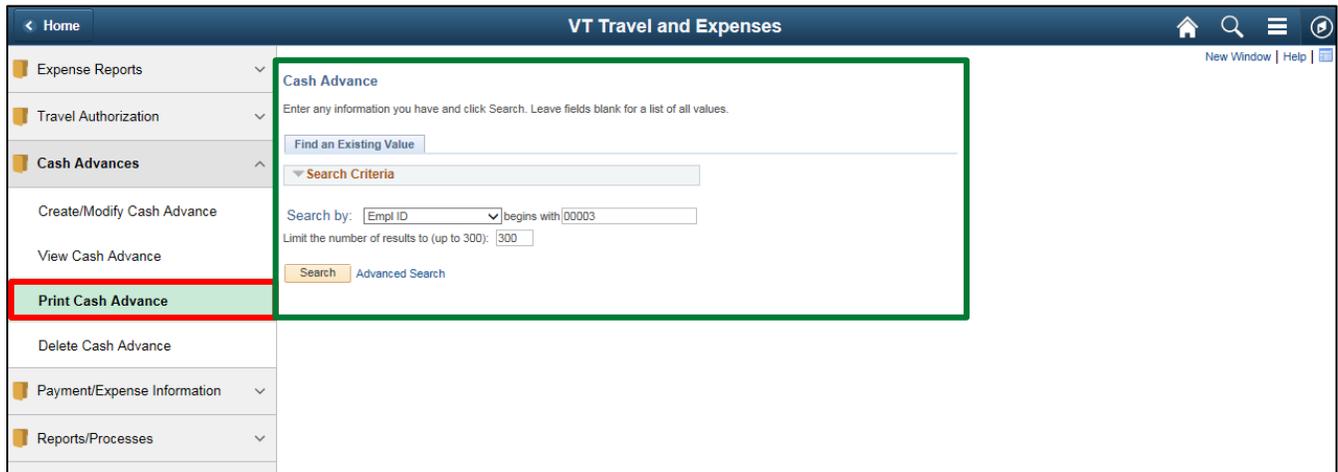
 [Return to Search](#)
 [Previous in List](#)
 [Next in List](#)
 [Notify](#)

Print a Cash Advance

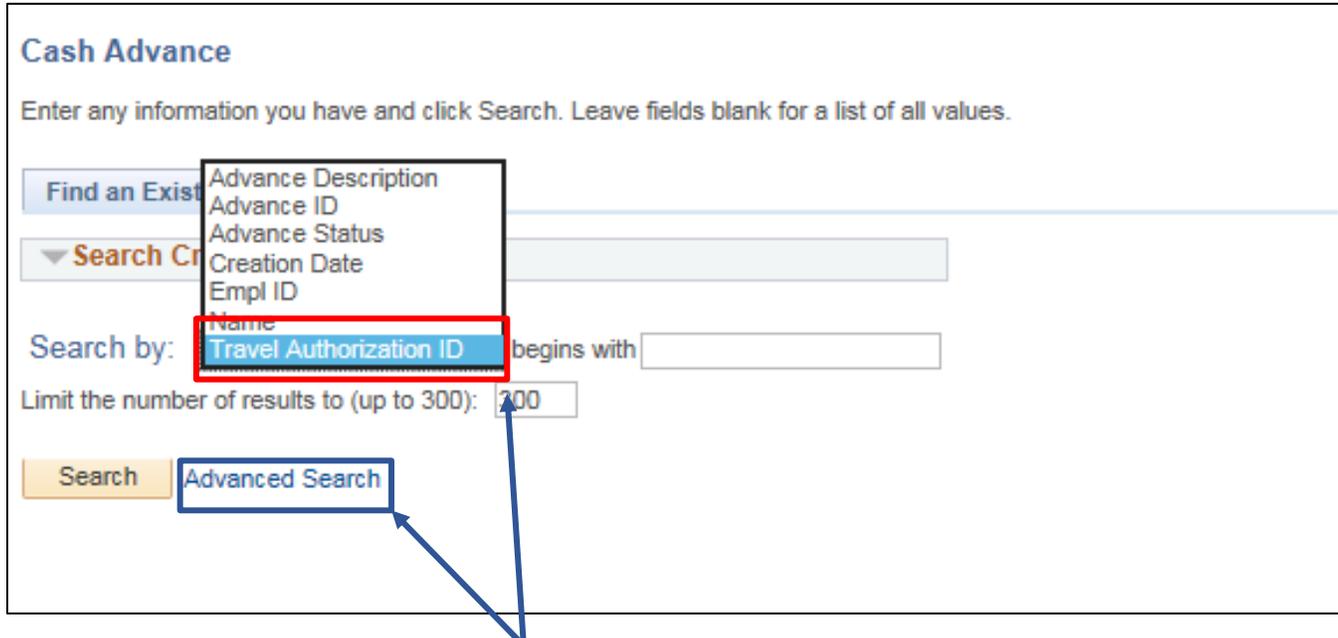
Situations when this function is used: A cash advance might need to be printed.

Navigation option 1: Home page > TE tile > Cash Advances > Print Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Print



The Print Travel Authorization search page displays in the work area and the Empl ID automatically defaults.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the Advanced Search link and adding additional criteria. If you know the Advance ID you want to view you can update the Search By option to Advance ID and then enter the number into the Advance ID field. You can also search for the advance using the Travel Authorization ID associated with the cash advance.

Select **Travel Authorization ID** in the Search By drop-down list.

Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

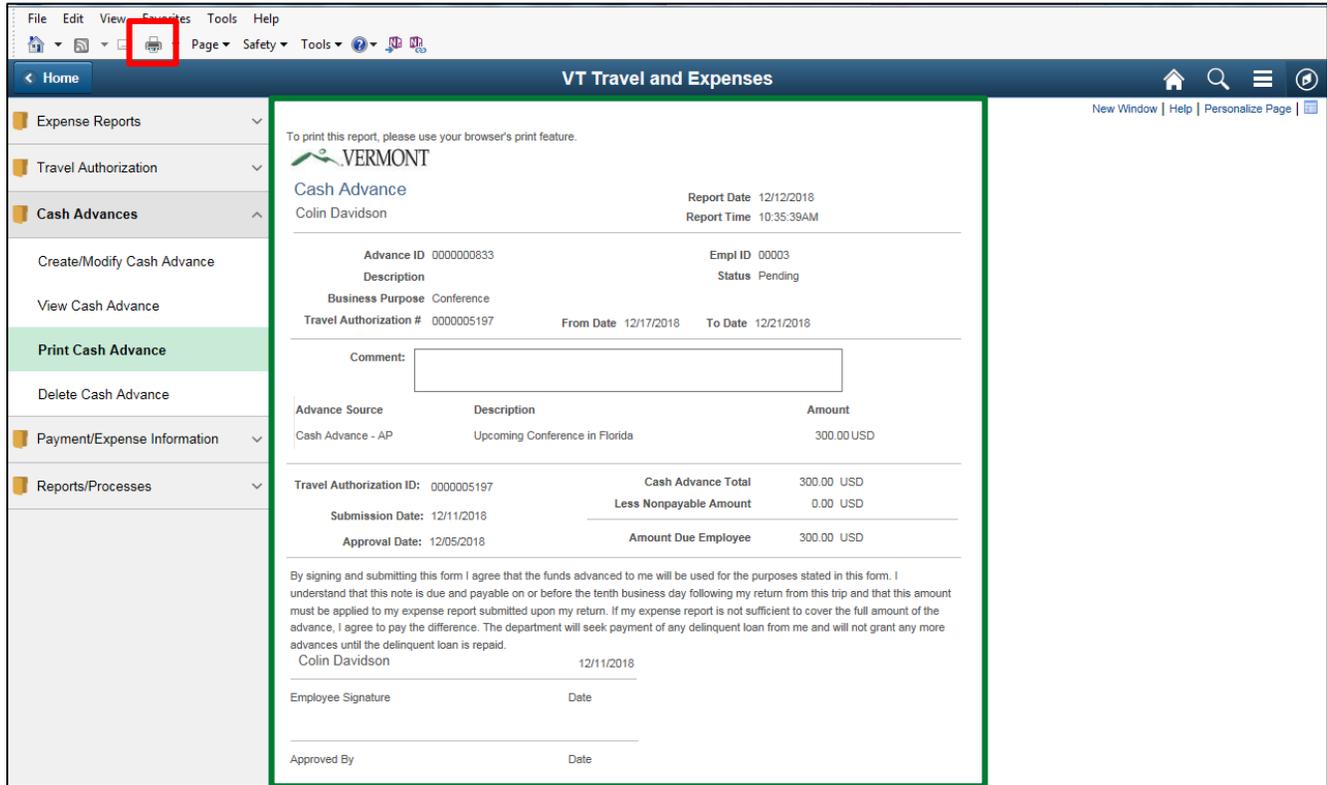
Search by: begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

Enter the **Travel Authorization ID** linked to the advance you want to print.

A printable version of the cash advance displays.



The screenshot shows a web browser window displaying the 'VT Travel and Expenses' application. The browser's toolbar at the top has a printer icon highlighted with a red box. The application interface includes a left sidebar with a menu where 'Print Cash Advance' is highlighted in green. The main content area displays a 'Cash Advance' report for Colin Davidson, dated 12/12/2018. The report includes the following details:

- Advance ID:** 0000000833
- Empl ID:** 00003
- Description:** Conference
- Status:** Pending
- Business Purpose:** Conference
- Travel Authorization #:** 0000005197
- From Date:** 12/17/2018
- To Date:** 12/21/2018

The report also includes a table for 'Advance Source' and a summary section:

Advance Source	Description	Amount
Cash Advance - AP	Upcoming Conference in Florida	300.00 USD

Summary:

- Travel Authorization ID:** 0000005197
- Cash Advance Total:** 300.00 USD
- Less Nonpayable Amount:** 0.00 USD
- Amount Due Employee:** 300.00 USD

Submission Date: 12/11/2018
Approval Date: 12/05/2018

A disclaimer text is present at the bottom of the report, followed by signature and date lines for the employee and approval.

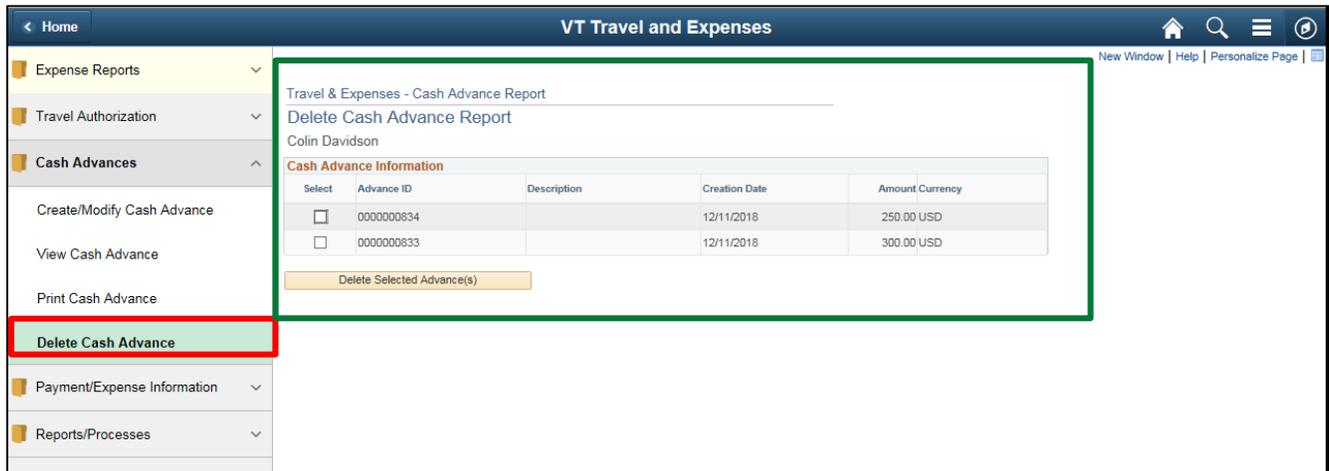
Follow the instructions you currently use to print from your browser.

Delete a Cash Advance

Situations when this function is used: Cash advances might need to be deleted when it is a duplicate or is no longer needed. Cash advances can only be deleted when they are in a pending status. If the Cash Advance you are looking for isn't showing up, double check the status to confirm that it is pending

Navigation option 1: Home page > TE tile > Cash Advances > Delete Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Delete



VT Travel and Expenses

Travel & Expenses - Cash Advance Report
Delete Cash Advance Report
Colin Davidson

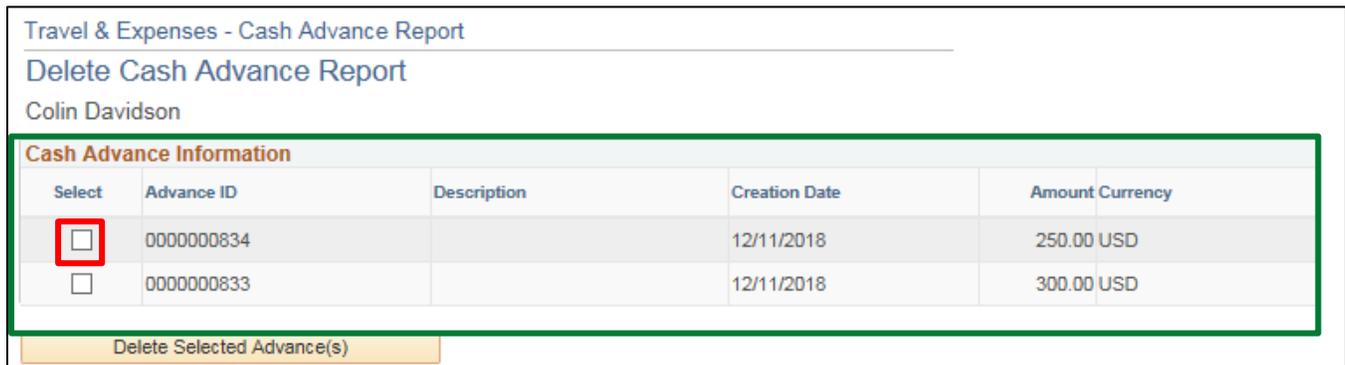
Cash Advance Information

Select	Advance ID	Description	Creation Date	Amount Currency
<input type="checkbox"/>	0000000834		12/11/2018	250.00 USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00 USD

Delete Selected Advance(s)

Expense Reports
Travel Authorization
Cash Advances
Create/Modify Cash Advance
View Cash Advance
Print Cash Advance
Delete Cash Advance
Payment/Expense Information
Reports/Processes

The Delete Cash Advance Report page displays in the work area. Any Cash Advance that is in a pending status will show up available to delete.



Travel & Expenses - Cash Advance Report
Delete Cash Advance Report
Colin Davidson

Cash Advance Information

Select	Advance ID	Description	Creation Date	Amount Currency
<input type="checkbox"/>	0000000834		12/11/2018	250.00 USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00 USD

Delete Selected Advance(s)

If the cash advance you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the cash advance you want to delete, by clicking the **Select** checkbox. You can delete multiple advances by selecting multiple checkboxes.

Travel & Expenses - Cash Advance Report

Delete Cash Advance Report

Colin Davidson

Cash Advance Information					
Select	Advance ID	Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000000834		12/11/2018	250.00	USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00	USD

Delete Selected Advance(s)

Click the **Delete Selected Advance(s)** button.

A Delete Confirmation page displays informing you that the selected authorization has been deleted.

Travel & Expenses - Cash Advance Report

Delete Confirmation

Colin Davidson

The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The Delete Cash Advance Report page displays.

Travel and Expense

Delete a Travel Authorization

Colin Davidson

Travel Authorizations						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

The deleted cash advance no longer displays and will not be available to view, modify, or print.